

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

Tuesday, June 15, 2021

MTAA Administrative Office – Board Room
6510 SE Forbes Ave., Building #620

Addressing the MTAA Board: No person shall address the Board during a Board Meeting, unless they have notified the MTAA Administration Office by 2:00 P.M. on the day of any Board Meeting of their desire to speak on a specific matter on the published meeting agenda or during the public comment portion of the Board Meeting. This limitation shall not apply to items added during the course of a meeting. The Board does not take action with respect to any subject not on the agenda unless added to the agenda by a vote of the Board. Persons addressing the Board will be limited to four (4) minutes of public address on a particular agenda item. Debate, question/answer dialogue or discussion between Board members will not be counted towards the four (4) minute time limitation. The Chair may extend time with the unanimous consent of the Board or the Board by affirmative vote may extend the four (4) minute limitation. Persons will be limited to addressing the Board one (1) time on a particular matter unless otherwise allowed by an affirmative vote of the Board. Citizens wishing to offer Public Comment may sign up by phoning the MTAA Administration office at 862-2362. The Board may waive prior notice by majority vote. To make arrangements for special accommodations please call (785) 862-2362. A 48-hour advance notice is preferred. Agendas are available on Thursday afternoon prior to the regularly scheduled Board meetings at the MTAA Administration Office, Topeka Regional Airport and Business Center, 6510 SE Forbes Ave., Ste. 1, Topeka, KS 66619.

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of May 18, 2021.
3. Public Comment:
 - a. Brooks Pettit – Update on Thunder Over the Heartland Airshow 2021.
 - b. H&H Aircraft Service, LLC Representatives.

4. Adopt Agenda.

ACTION ITEMS:

5. Consider Proposal from Volaire Aviation Consulting for Air Service Development.
6. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 2 CARES Act Funding Program – TOP Terminal Building Design Services.

INFORMATION ONLY ITEMS:

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



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

Board of Directors

Metropolitan Topeka Airport Authority May 18, 2021

Regular Monthly Meeting 3:00 PM

Chairman, Thomas Wright, brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following Board members present: Mike Munson, Jim Rinner, Lisa Stubbs and Erica Garcia-Babb. Also in attendance were:

Jennifer Kuchinski of WSP USA, Inc.	Jason Klenklen of Kaw Valley Aviation
Jay Freund of WSP USA, Inc.	Keith Hetrick of Hetrick Aviation, Inc.
Sam Stallbaumer of WSP USA, Inc.	Jerard Haas of Hetrick Aviation, Inc.
Brooks Pettit of Thunder Over the Heartland	Tracy Blocker of Technical Appl & Consulting
Jesse Barnes of Vaerus Aviation, Inc.	John Lueger of Heinen Brothers
Robert Rice of American Flight Museum	Stacey Hammond of Berberich Trahan & Co
Neil Dobler of Topeka City Council	Jovarie Downey of WIBW-TV13
Mike Lesser of Topeka City Council	Col. Greg Dunn, MTAA Police & Fire Dept.
Tony Emerson of Topeka City Council	Maj. Bill Wempe, MTAA Police & Fire Dept.
Aaron Mays of Shawnee County Commission	Terry Poley, MTAA Maintenance Dept.

Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board; and MTAA Administrative Office staff members Eric Johnson, Cheryl Trobough and Danielle Sheehy.

Item 1. Notice.

Chairman Wright 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 Meetings of April 20, 2021.

Chairman Wright asked the Board to review the Minutes of the Regularly Scheduled Board Meeting held on April 20, 2020 and inquired if there were any additions, corrections or comments to the Minutes. Mr. Munson requested a correction to the motion made on Item 9 as follows:

Mr. Rinner made a motion to authorize staff to purchase the twenty-three (23) Glock handguns from GT Distributors at a cost of \$9,844.00 and the three (3) rifles from Clyde Armory at a cost of \$4,520.00. Total firearm purchase is authorized at a cost not to exceed Seventeen Thousand Four Hundred Seventy-One Dollars and No Cents (\$17,471.00). **Mr. Munson seconded the motion.**

Mr. Munson moved to approve the Minutes of the Regularly Scheduled Board Meeting of April 20, 2020 as amended. Ms. Garcia-Babb seconded the motion. Motion carried.

Item 3. Public Comment

Chairman Wright inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that Brooks Pettit was in attendance and would like to make a presentation to the Board on the progress to-date on the *Thunder Over the Heartland Airshow 2021*. Mr. Pettit distributed information to the Board and presented a slide-show on the event which is scheduled for practices and media day on Friday, June 25 and to be open to the public on Saturday, June 26 and Sunday, June 27.

Item 4. Adopt the Agenda.

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

Item 5. Presentation of 2020 Audit Report by Berberich Trahan & Co., P.A.

Chairman Wright welcomed Stacey Hammond of Berberich Trahan Co., P.A., who presented the 2020 Audit Report by providing the following report:

Ms. Hammond presented the bound materials for the 2020 MTAA audit titled: *Report to the Board of Directors May 11, 2021 and Financial Statements Years Ended December 31, 2020 and 2019.*

Ms. Hammond's report on the Financial Statements:

- Pages 1-3 of the report contain the Independent Auditors' Report. As stated on Page 2, it is their opinion that the financial statements present fairly, in all material respects, the financial position of the business-type activities of the authority as of December 31, 2020 and 2019, and the changes in its net position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States. She stated that this is known as a "clean opinion" and is the best opinion given.

Ms. Hammond's report on the Single Audit required for Federal Grants and Passenger Facility Charges:

- Pages 55-56 of the report contain the "Independent Auditors' Report on Compliance for Each Major Federal Program, Report on Compliance with Requirements Applicable to the Passenger Facility Charge Program and Report on Internal Control Over Compliance". As stated on Page 56, it is their opinion that the MTAA complied, in all material respects, with the types of compliance requirements referred to within the report on both the Major Federal Program and the Passenger Facility Charge Program.

Ms. Stubbs made a motion to accept and file the Audit Report for the Years Ended December 31, 2020 and 2019 as presented. Mr. Rinner seconded the motion. Motion carried.

Item 6. Consider Approval of MTAA Resolution No. 21-274 Authorizing the Acceptance of the Airport Coronavirus Response Grant Program (ACRGP) Grant Offer #3-20-0113-040-2020 Through Federal Aviation Administration.

Item 7. Consider Approval of MTAA Resolution No. 21-275 Authorizing the Acceptance of the Airport Coronavirus Response Grant Program (ACRGP) Grant Offer #3-20-0082-022-2020 Through Federal Aviation Administration.

Chairman Wright suggested the combining of the discussion of Items 6 and 7. Mr. Johnson proceeded by reporting that the Airport Coronavirus Response Grant Program (ACRGP) Grant Offers, for Topeka Regional Airport and Philip Billard Municipal Airport, were received from the Federal Aviation Administration (FAA). These Grant Offers are similar to the CARES Act funding in that they are 100% grants with zero local participation. The grants are for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport as approved by the FAA.

Mr. Johnson requested the Board of Directors to consider adoption of the following:

- MTAA Resolution No. 21-274, which authorizes the MTAA President sign in acceptance of the FOE grant offer from the FAA in the amount of One Million Three

Thousand Nine Hundred Thirty-Two Dollars and No Cents (\$1,003,932.00) for AIP Project 3-20-0113-040-2021; and

- MTAA Resolution No. 21-275, which authorizes the MTAA President sign in acceptance of the grant offer from the FAA in the amount of Twenty-three Thousand Dollars and No Cents (\$23,000) for AIP Project 3-20-0082-022-2021.

Ms. Garcia-Babb made a motion to adopt MTAA Resolution No. 21-274 authorizing Eric Johnson to sign the FOE grant offer from the FAA in the amount of One Million Three Thousand Nine Hundred Thirty-Two Dollars and No Cents (\$1,003,932.00) for AIP Project 3-20-0113-040-2021. Mr. Rinner seconded the motion. Motion carried.

Ms. Garcia-Babb made a second motion to adopt MTAA Resolution No. 21-275 authorizing Eric Johnson to sign the TOP grant offer from the FAA in the amount of Twenty-three Thousand Dollars and No Cents (\$23,000) for AIP Project 3-20-0082-022-2021. Mr. Munson seconded the motion. Motion carried.

Item 8. Review Bids Received and Consider Contract Awards on New Class V, 3000 Gallon Aircraft Rescue Fire Fighting (ARFF) Vehicle and Ancillary Equipment Through Funding Provided by AIP Project #3-20-0113-39-2021.

Mr. Johnson reported the 2021 Airport Improvement Program (AIP) plans or the purchase of a 3,000-Gallon Aircraft Rescue Fire Fighting (ARFF) Vehicle. This purchase will replace the 1986 1,500-gallon ARFF vehicle purchased through AIP.

Staff advertised a solicitation for bids which were opened publicly on April 30, 2021. Two bids were received for the ARFF Vehicle and three bids for the equipment. The ARFF vehicle low bid meeting the specifications was submitted by Rosenbauer Minnesota, LLC at a total bid of \$760,755.00. The lowest responsive bid for the equipment was provided by Danko Emergency Equipment at a cost of \$106,240.00. The combined cost for the ARFF Vehicle and Equipment is \$866,995.00 which is well within the budgeted amount of \$936,300.00. The MTAA Share of this cost is \$86,700.00.

Mr. Johnson made a recommendation to the Board that they authorize staff to purchase the 3000 Gallon Aircraft Rescue Fire Fighting (ARFF) Vehicle from Rosenbauer Minnesota, LLC and Ancillary Equipment from Danko Emergency Equipment at a total cost of Eight Hundred Sixty-Six Thousand Nine Hundred Ninety-Five Dollars (\$866,995.00).

Mr. Rinner made a motion to authorize the purchase, subject to FAA approval, of the ARFF Vehicle from Rosenbauer Minnesota, LLC, in the amount of their bid of Seven Hundred Sixty Thousand Seven Hundred Fifty-five Dollars and No Cents (\$760,755.00). Mr. Munson seconded the motion. Motion carried.

Mr. Munson made a motion authorizing the purchase, subject to FAA approval, of the Ancillary Equipment from Danko Emergency Equipment in the amount of their bid of One Hundred Six Thousand Two Hundred Forty Dollars and No. Cents (\$106,240.00). Ms. Stubbs seconded the motion. Motion carried.

Item 9. Review and Consider a Bid Offered Through a Governmental Competitive Bid on a Multi-Purpose Fire Department First Responder Vehicle for Land and Air Side Operations.

Mr. Johnson reported that there was \$250,000.00 included in the 2021 budget for the purchase of a First Responder Vehicle. During the last year, several issues were experienced that placed an urgency in purchasing this truck, such as multiple mechanical failures of MTAA's brush truck as well as current availability and future availability of vehicle chassis. Danko Emergency equipment holds the state bid contract for this apparatus with a vehicle price of \$208,500. This price does not include the equipment needed on the apparatus which will be provided to the Board at a later date for approval.

The proposed apparatus style and design will be functional for the following uses:

- **Medical Responses** – Primary Function, as medical calls are the most frequent response. This will reduce usage of over-sized vehicles for response.
- **Grass Fire Responses** – Will replace Brush 3 that has been experiencing mechanical failures.
- **HazMat responses** – Will be equipped with required monitoring and mitigation equipment.
- **Rescue Responses** – Will supplement the Aerial on all rescues, allows apparatus access where the Aerial may be too big, allows quick water deployment. Lighter and 4x4 will allow for off road access. Has attachment points around the apparatus for vehicle/aircraft stabilization.
- **ARFF Responses** – Will be equipped with onboard Class B foam system operable from within the cab by a single firefighter. The truck is lighter and 4x4 will allow access to incidents within safety areas that large ARFF trucks cannot access allowing foam deployment.

The design of this apparatus will allow for responses to almost every call the MTAA Fire Department responds to, either as primary or supplemental, which will make it the most commonly used apparatus.

Mr. Johnson recommended the Board authorize staff to purchase the First Responder Vehicle from Danko Emergency Equipment at the state-bid contract price of \$208,500.00.

Ms. Stubbs made a motion to authorize staff to contract with Danko Emergency Equipment for the purchase of the First Responder Vehicle at a cost not-to-exceed Two Hundred Eight Thousand Five Hundred Dollars (\$208,500.00). Mr. Munson seconded the motion. Motion carried.

Information Only Items:

Item 10. Monthly Reports

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

Mr. Johnson provided the following report:

- CARES Act Funding:
 - SRE Building – Staff is working through the Independent Fee Estimate and discussing results with the engineer. There are a couple issues needing clarification. Additional information is expected to assist with the completion of this process.
 - TOP Terminal Building – The terminal building is being designed to allow for future Hangar development. The Preliminary Drawing is done and the Preliminary Report will be completed prior to the June meeting. Contract documents from WSP will be on the agenda for the June meeting.
 - FOE Fuel Farm – The FBO has been asked for justification for the capacity requirements received. Preliminary report is expected next week, finalized by the end of June.
 - FOE Passenger Boarding Bridge – Preliminary report has been completed. That has been forwarded to the FAA for review.

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

Mr. Johnson provided the following report:

- Another lease has been signed with Home Depot. This is a month-to-month lease for parking of trailers.
- There has been some interest in Building 657 but no action taken yet. Staff is also working informally with a local realtor to help get the last couple buildings leased.

- Currently working with the Chamber as they become more involved with economic development in the aviation industry. There are some unique opportunities available that are being considered.
- **DELINQUENT ACCOUNTS (as of 4/30/2021)**
 - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for October invoice and finance charges. Payment due 05/01 as per agreement was paid;
 - Brackett, Inc. – Delinquent for March and April invoices & finance charges;
 - Heartland Tree Service – Delinquent for March and April invoices & finance charges;
 - Tony Lynch – Delinquent for a portion of the April invoice;
 - Prometal Fabrication LLC – Delinquent for March and April invoices & finance charges;
 - R&R Pallet – Account remains delinquent for a portion of November invoice. Finance Charges have not been paid October through April;
 - Rural Development Corporation – Partial payments were received for the March, April, May & June, July and August 2020 invoices. Finance charges on unpaid balances each month. All unpaid charges relate to Bldg. #624.

Mr. Johnson provided the following report:

April Leasing Activity –

- **LEASE ACTIVITY** (CPI is 1.4%)
 - **NEW LEASES/RENEWALS** – None
 - **OPTIONS EXERCISED**
 - One (1) tenant exercised options on three (3) leases – each with CPI increase
 - **INCREASES**
 - In accordance with lease terms, two (2) leases received a 2% increase; one (1) lease was increased 2.5%; and three (3) increases were at CPI.
 - **DECREASES** – None
- The current monthly rental income is \$167,464 which is approximately \$2,009,573 per year.

10.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following reports:

- The report for the month ending **04/30/2021** reflects revenue to be \$156,697 ahead of the budget which is a net result from:
 - a. Taxes and Assessments receipts remain at \$79,053 more than the anticipated budgeted;
 - b. Landing Fees income shows to be \$9,129 less than budgeted;
 - c. Fuel Flowage Fees are \$1,924 less than budgeted;
 - d. Passenger Facility Charges are under budget by \$2,327;
 - e. Lease & Rental Fees actual income is \$91,950 more than budgeted;
 - f. Reimbursements total to be \$4,109 more than budgeted;
 - g. CD Interest income is \$1,037 under budget;
 - h. Water/Sewer Sales are \$1,807 more than budgeted with Water/Sewer Costs reflecting to be \$9,875 more than the budgeted costs.
- Overall, the operating expenses ended the year with a favorable budget variance of \$279,179.

- Capital Improvement purchases made during the month of April are as follows:
 - a. **VEHICLES** – Purchase of used SHFD Fire Services vehicle for P&F at a cost of \$5,000. The only additional expense expected is for marking as MTAA vehicle.

Ms. Stubbs moved to accept and file the Monthly Financial Reports as presented for the month ended April 30, 2021. Mr. Rinner seconded the motion. Motion carried.

Item 11. Executive Session

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

Adjournment

Chairman Wright asked if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Mr. Rinner made the motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:00 p.m.**

These official minutes were approved by the Board of Directors on June 15, 2021.

Jim Rinner, Secretary

Office of: President
To: Board of Directors

From: Eric M. Johnson



Subject: **Board to Consider Proposal from Volaire Aviation
Consultant for Air Service Development.
(Board Action Required)**



Date: June 3, 2021

In May 2018, the MTAA Board of Directors authorized staff to enter into a contract with Volaire Aviation Consulting (VAC) for air service development. Our intention is to continue conversations with several airlines. The new agreement is for a period of one year with a one-year option and is included for those that are not familiar with it.

We intend to market Topeka aggressively in the coming years as the airline industry is recovering and I believe this agreement, along with the leakage and point of origin studies completed under the previous agreement, will better enable us to do so.

I ask the Board to authorize staff to continue the agreement with Volaire Aviation Consulting at a monthly cost of \$2,500.00. Funds are available in the 2021 budget in line item 31150 – Consulting Services. Additional expenses may include miscellaneous travel, and data collection from the airlines.

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

CONSULTING SERVICES AGREEMENT

This Consultancy Agreement (the “Agreement”) is made and entered into by and between Volaire Aviation, Inc. (the “Consultant”) and the Metropolitan Topeka Airport Authority (the “Company” and/or “Airport”) (hereinafter referred to individually as a “Party” and collectively as “the Parties”). This agreement supersedes any and all previous agreements between Consultant and Company.

1. Engagement and Services

(a) Engagement. The Company hereby engages the Consultant to provide and perform the services set forth in this section of the agreement (the “Services”), and the Consultant hereby accepts the engagement.

Jack Penning, Managing Partner, will be assigned the project lead for all work at Airport. He will be assisted by Jeff Hayes, Managing Partner, and Kris Nichter, Executive Director.

(b) Term. This agreement will begin on June 1, 2021 and be in effect through May 31, 2022. It can be extended for one 12-month period (2022-23) at Company’s discretion.

(c) Services. Consultant will complete the following projects as part of its retainer agreement with Airport:

1) Airline headquarters meetings and presentations (up to two)

Consultant will prepare all materials for airline headquarters meetings, including a specific business case for targeted service. Presentations will include specific demographic analysis of the airport catchment area, economic analysis of the market region, overview of current airline market conditions, and a specific business case and analysis of proposed new service or expanded service.

Consultant will attend all airline headquarters meetings with Airport and present the full business case for current, new, and expanded service.

Consultant will provide all requested follow-up information requested by the airline following the meeting.

2) Air service development conference meetings (four per conference, up to four conferences)

Consultant will work with Airport to identify target airlines for meetings and to identify which conferences Airport should attend. Consultant will work with conference organizers to schedule meetings.

Consultant will prepare all materials for airline conference meetings, including a specific business case for targeted service. Presentations will include specific demographic analysis of the airport catchment area, economic analysis of the market region, overview of current airline market conditions, and a specific business case and analysis of proposed new service or expanded service.

Consultant will attend all airline conference meetings with Airport and present the full business case for current, new, and expanded service.

Consultant will provide all requested follow-up information requested by the airline following the meeting.

3) Community visits (Up to four)

Consultant will prepare state of the industry information, market detail, and other pertinent information for community meetings at Airport's request.

Consultant can also visit the community to develop funding for new and expanded air service, meeting with local stakeholders and businesses.

4) Small community air service development grant application (One)

Consultant will write Airport's application for Small Community Air Service Development Grant funding. Consultant will advise Airport on matching funding requirements, application requirements, and all items to enhance Airport's opportunity to win funding.

Consultant will research and develop the business case for proposed service. Consultant will write the application for funding and assist Airport in its submission. Consultant will work to secure airline support for the initiative.

5) Economic impact analysis of new air service (One)

Consultant will detail the economic impact of the Airport's potential new scheduled air service. The analysis will include indirect and induced impact, as developed through the IMPLAN software program. The written report will include detail on impact by source, tax impact, and employment impact throughout the region of targeted air service.

6) Conference calls (Unlimited)

Consultant will provide access to unlimited conference calls for the term of the agreement on issues of air service development and recruitment. Consultant will also offer two conference calls per month, at no additional cost, for marketing advice and guidance. Conference calls can be scheduled at any time by Airport and are unlimited in time and scope.

2. Consultancy Fee and Expenses

(a) Retainer Fee Schedule. Consultant will invoice Airport an equal retainer of \$2,500 per month for all services listed as included as part of the retainer scope of work for a period of 24 months. Invoices will be issued on the first of each month. The retainer amount represents a discount of 5% for the 24-month period of the agreement, based on the following standard project amounts in Airport's previous agreement:

1) Airline headquarters meeting (first):	\$7,000
2) Airline headquarters meeting (subsequent – two in agreement):	\$5,000
a. Total headquarters meeting value:	\$12,000
3) Airline conference meeting (first at conference):	\$2,750
4) Airline conference meeting (subsequent at conference):	\$1,500
a. Total conference value (four conferences):	\$29,000
5) Community visit (per trip):	\$3,000
a. Total visit value (four trips):	\$12,000
6) Small community air service development grant application:	\$7,500
7) Economic impact analysis of new service:	\$10,000
Total value of all projects included in retainer (24-months):	\$63,000
Monthly value of all projects included in retainer (24-months):	\$2,625

(b) Additional Project Fees. For projects beyond the scope of the retainer agreement, Consultant will invoice Airport fees per additional project completed, at the following rates. Airport will only be invoiced if it commissions project beyond the retainer scope.

1) Additional airline headquarters meetings (per meeting):	\$5,000
2) Additional conference meetings (per meeting):	\$1,500
3) Additional community visits (per visit):	\$3,000
4) Additional Grant applications (per application):	\$7,500

(c) Performance Bonus Program. Airport will be responsible for bonus payments based on the initiation of new scheduled air service. For each new route *announced* during the term of this agreement, Airport will be invoiced a \$1,500 per month service initiation bonus, beginning the month that flights begin, and continuing for a period of 24 months, or until service ends, whichever comes first. Payments for a partial month shall be prorated based upon the number of days of which flight occur.

(d) Other Expenses. Airport will be invoiced a one-time data charge, outside of the retainer, of \$1,200 for IMPLAN software data used in Airport's economic impact analysis.

(e) Future air service marketing. For each new air service recruited to Airport during the term of this agreement, Airport agrees to grant Consultant first right of refusal to manage, create, and direct the marketing program for said new service. A separate agreement will be drafted between Airport and Consultant upon agreement for new air service.

(f) Hourly rates. For projects not included in the above list, Airport will be invoiced on an hourly basis. The standard hourly rate is \$200 per hour.

(g) Expenses. Consultant shall be entitled to reimbursement for expenses reasonably incurred in the performance of the Services, upon submission and approval of written statements in accordance with the then regular procedures of the Company. Reasonable expenses include, but are not limited to, travel (airfare, hotel, rental car, and meals), printing of materials, and shipping of materials.

In the case of air service development conferences, Consultant will allocate expenses based on the total expenses of Consultant divided by the total number of meetings covered by the Consultant. Take for example a conference where Consultant has three staff members, at a total cost of \$3,000, with 30 total meetings for all attending clients. In this scenario, each meeting would have an expense share of \$100. If Airport had five of the 30 meetings at the conference, Airport's expense share would be \$500.

Consultant shall not be entitled to reimbursement for any expense that has not been preapproved in writing by Airport.

(h) Payment. The Consultant shall submit to the Company invoices detailing the Services performed, expenses, and the amount due. All such invoices shall be due and payable within thirty (30) calendar days after receipt thereof by the Company.

3. Miscellaneous Provisions

(a) Applicable Law. The terms of this Agreement shall be interpreted in accordance with the laws of the State of Kansas without regard to its conflicts of laws principals.

(b) Status of Parties. Nothing in this Agreement creates, nor shall anything herein be construed by the parties hereto, or by any third party, as creating, the relationship of principal and agent or of partnership or joint venture between the parties hereto. The Consultant's status shall be that of independent contractor.

(c) Forum Selection. Any action to enforce the terms of this Agreement or claim for damages shall be brought only in the District Court of Shawnee County Kansas or the United States District Court for the District of Kansas sitting in Topeka Kansas. The parties hereby stipulate that such Courts shall have personal jurisdiction over them.

(d) Prior Authorization. Notwithstanding any other provision of this Agreement, Consultant will be entitled to compensation from Airport for any work or services performed pursuant to this Agreement only if Consultant has received prior written authorization from Airport to perform the work or service.

(e) Early Termination. Either party may terminate this Agreement without cause upon 30-days written notice to the other party.

(f) Incorporation. The provisions of Exhibit A (Standard Provisions) are incorporated herein by reference.

(g) Entire Agreement. This instrument constitutes the entire agreement of the parties, and no representations, warranties or inducements not expressly set forth herein shall be of any force or effect. This Agreement may be modified or amended only by a writing executed by or on behalf of the party against whom such modification or amendment is sought to be enforced.



IN WITNESS WHEREOF, the Parties have duly executed this Agreement by their authorized representatives as of the date first written above.

Signed for and on behalf of
Metropolitan Topeka Airport Authority

Signed for and on behalf of
Volaire Aviation, Inc.

By: Eric Johnson
Title: Director of Airports

By: John A. Penning, III
Title: Managing Partner

EXHIBIT A

STANDARD PROVISIONS INCORPORATED
INTO CONTRACTS WITH THE METROPOLITAN
TOPEKA AIRPORT AUTHORITY

The Metropolitan Topeka Airport Authority ("MTAA") and the undersigned contractor/vendor ("Contractor/Vendor") agree that the following provisions are incorporated into and made a part of their agreement dated the _____ day of _____, 20____ and to which this document is attached (the "Agreement").

1. To the extent that any term of this document is inconsistent with any term of the agreement to which it is attached, the term of this document shall control.

2. The MTAA is subject to the Kansas Cash Basis Law, K.S.A. 10-1101 *et seq.* If sufficient funds are not appropriated to continue the functions contemplated by the Agreement or for the payment of the charges hereunder, the MTAA may terminate the Agreement at the end of its current fiscal year. The MTAA agrees to give written notice of termination to the Contractor/Vendor at least thirty (30) days prior to the end of its current fiscal year. The Contractor/Vendor shall have the right, at the end of such fiscal year, to take possession of any of its equipment, leased or otherwise, provided to the MTAA under the contract. The MTAA will pay to the Contractor/Vendor all regular, contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the Agreement by the MTAA, title to and possession of any equipment purchased by the MTAA, under contract, but not fully paid for, shall revert to the Contractor/Vendor at the end of MTAA's current fiscal year. The termination of the Agreement pursuant to this paragraph shall not cause any penalty to be charged to the MTAA or the Contractor/Vendor.

3. The Contractor/Vendor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and not to discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in hiring, employment practices or in the administration of its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out in K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of subparagraph (c) above; (f) that a finding by an administrative agency or court of competent jurisdiction that the Contractor/Vendor has failed to comply with the requirements of subparagraph (a) above or a failure by the Contractor Vendor to comply with any of the requirements of subparagraphs (b), (c) or (d) above shall constitute a breach of the Agreement and the Agreement may be cancelled, terminated or suspended in whole or in part by the MTAA.

VOLAIRE
AVIATION CONSULTING

4. The MTAA shall not be responsible for, nor indemnify for, any federal, state or local taxes which may be imposed or levied upon the subject matter of the Agreement.

5. The MTAA shall not be required to purchase, any insurance against loss or damage to any personal property to which the Agreement relates, nor shall the Agreement require the MTAA to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), the Contractor/Vendor shall bear the risk of any loss or damage to any personal property to which the Contractor/Vendor holds title.

6. The laws of the State of Kansas shall govern the interpretation, validity, performance and enforcement of the Agreement and the provisions hereof.

7. Any action regarding the interpretation, validity, performance and enforcement of the Agreement and the provisions hereof may only be brought and tried in the District Court of Shawnee County Kansas.

VENDOR/CONTRACTOR – Volaire Aviation, Inc.

By: _____

Print Name _____

Title: _____

Date: _____

METROPOLITAN TOPEKA AIRPORT AUTHORITY

By: _____

Title: _____

Date: _____

Office of: President

To: Board of Directors

From: Eric M. Johnson



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

Date: June 11, 2021

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

Task Order No. 2 will encompass architecture and engineering for the design of the Terminal building. The new facility will provide for Fixed Base Operations, Restaurant, and meeting/conference areas. WSP USA, Inc. will provide design architecture and engineering design services for this project. Construction observation services are not included in this task order and, if required, will be negotiated at a later date.

I request the Board approve WSP USA, Inc., Task Order No. 2 – TOP Terminal Building Design Services, in the total amount of Three Hundred Eighty-Five Thousand Two Hundred Ninety-Six Dollars (\$385,296.00), subject to the completion of the Independent Fee Estimate (IFE) and FAA approval. The CARES Act grant funds 100% of the cost with 0% local participation.

Please contact me if you have any questions.

PROFESSIONAL SERVICES AGREEMENT

Exhibit A

Form of Task Order

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 2 (30900280C)

This Task Order No. 2 is made and entered into this ____ day of _____, 2021, by and between **the Metropolitan Topeka Airport Authority**, with offices at 6510 SE Forbes Avenue, Suite 1, Topeka, Kansas 66619, (hereinafter called the "OWNER"), and **WSP USA Inc.**, a New York corporation, with offices at 300 Wyandotte, Suite 200, Kansas City, Missouri 64105 (hereinafter called "WSP").

WITNESSETH

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

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

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

1. **Scope of Services**

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

2. **Schedule**

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

3. **Compensation**

For Cost Reimbursable Task Orders: The OWNER shall compensate WSP for the performance of SERVICES stated above, based on actual hours spent by WSP and the hourly rates provided in Appendix C for an estimated amount of \$385,296.00, on the basis of a Cost Plus Maximum with a Fixed Fee of \$19,761.26.

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

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

METROPOLITAN TOPEKA AIRPORT AUTHORITY

Signature
Eric M. Johnson
President and Director of Airports
Typed Name/Title

Date of Signature

WSP USA Inc.

Signature
Dan W. DeArmond, PE
Vice President – Area Manager
Typed Name/Title

6/9/2021

Date of Signature

**PROFESSIONAL SERVICES AGREEMENT
30900280 – TASK ORDER NO. 2**

APPENDIX A

Scope of Services

Task 2 – TOP Terminal Design Services

Metropolitan Topeka Airport Authority (MTAA) has expressed a desire to construct a new Terminal Building at Philip Billard Municipal Airport in Topeka, Kansas. The new facility will provide a general service terminal building for tenants, pilots, and transient passengers. The services life of the proposed building will be 50 years. The MTAA desires to have the CONSULTANT provide design architecture and engineering design services for this project. Construction observation services are not included in this task order and, if required, will be negotiated at a later date.

BASIC SERVICES

A. Preliminary Design (0-35% Level of Completion)

1. Prepare for and conduct team kick-off meeting for design services.
2. Data collection of record information (including utility locates, equipment listing, etc.) and site information (including topographic surveys and four geotechnical subsurface borings). The subsurface borings will go to a depth of 15' or auger refusal on bedrock, whichever comes first.
3. Program verification meeting to discuss specific requirements for each program area listed in the space program Basis of Design Report document dated June 2021.
4. Develop Preliminary Program Elements List
 - a. Program elements will be for FBO, Food Service, and Common Space.
 - b. Equipment shall be listed by program area and include a description, price, quantity, dimensions, and general utility requirements for each equipment item.
5. Preliminary Facility Layout and Architectural Plans
6. Preliminary Code Reviews and Coordination for Building Permits
7. Layout preliminary site designs including traffic design, pavement designs for the parking area and asphalt access road. Preliminary site design to also include rough grading concepts for drainage and landscaping.
8. Initiate permitting coordination with Kansas Department of Health and Environment. Coordination with the City of Topeka will be required for the acquisition of building permits.
9. Preliminary structural design for Pre-Engineered Metal Building (PEMB) based on geotechnical data.
10. The 35% plans will be reviewed with the OWNER and will include 2 hard copy plan sets and PDF electronic copies of the following:
 - a. Approximately 15-20 plan sheets to convey the proposed facility (building/site/layout), limits of construction, limits of fencing, major earthwork grading concepts and future building/facility layouts.

- b. Design Criteria Document detailing equipment needs, spatial/layout, functional relationships, a preliminary listing of material/equipment specifications a cost analysis (See note “i”).
11. Draft Engineers’ Report on Design (Central Region Airports Division AIP Sponsor Guide – Section 920 – Engineer’s Design Report – Development Projects)– including drafted sections for
 - a. Description of work
 - b. Photographs that depict the existing site
 - c. Listing of applicable design standards
 - d. Pavement Design Considerations
 - e. Drainage Design
 - f. Airfield Lighting and Signage – NOT USED
 - g. Navigational aids – NOT USED
 - h. Pavement Marking – NOT USED
 - i. Environmental Considerations (Storm Water Pollution Prevention Plan[SWPPP] & Categorical Exclusion[CATEX])
 - j. Underground Utility Lines in Work Area
 - k. Miscellaneous Work Items
 - l. Application of Life Cycle Cost analysis (as applicable) – NOT USED
 - m. Sponsor Requested Modifications to AIP Construction Standards (Refer to Section AIP- 960)
 - n. Delineation of AIP Non-Participating Work
 - o. DBE Participation – Project goals vs. overall program goal
 - p. Project schedule – include discussion on project schedule float
 - q. Engineer’s Estimate of Probable Construction Costs.
 - r. Preliminary Project Budget (all project costs)
12. Prepare submittal for FAA/Owner review, including quality reviews, and attend review meetings with FAA and OWNER (1 meeting). MTAA will provide one (1) set of review comments that will be incorporated into the subsequent submittal. Bi-weekly progress meetings or at frequency appropriate for the stage of design development, will be held in the interim with the OWNER.
13. Document review comments and address in the 65% documents.

B. Design Development (35-65% Level of Completion)

1. Develop initial maintenance layouts for industrial workflow through the facility. All functional areas identified in the equipment list to be included.
2. Obtain brochures and cutsheets on maintenance equipment (approx. 5 items)
3. Develop utility requirement drawing(s) including locations of air, electrical and water outlets not required for equipment, and kitchen exhaust system outlets.
4. Detailed facility layout, floor plans, sections, and elevations
5. Final permits (building, site, utilities)

6. Develop grading and associated details including erosion control, SWPPP, drainage details, etc. Finalize clearing and site limits of work.
 - a. Develop landscaping for site area
 - b. Develop grading for positive drainage
 - c. Develop new pavement and pavement repair details for existing and proposed sites
 - d. Develop fence/gate details
7. Develop design for stormwater management system to meet water quality and quantity (detention) management criteria as outline in KDHE Construction Stormwater Program and to meet FAA Advisory Circular 150/5200-33C, *Hazardous Wildlife Attractants on or Near Airports, 2019*.
8. Develop structural design for PEMB
9. Develop Construction Safety and Phasing Plan (CSPP) considerations. Work with OWNER to identify long lead items for move-in ready conditions as well as safety requirements for the construction.
10. Develop FAA technical specifications tailored to the Project.
 - a. Prepare "front end" documentation.
11. Prepare 7460-1 Airspace review for FAA.
12. Developed Engineers' Report on Design based on Draft Engineer's report.
13. The 65% will be review with the OWNER and will include 2 hard copy plan sets and a PDF electronic copies of approximately 30-40 plan sheets to convey the proposed facility (building/site layout, sections, elevations, floor plans, foundation plans and roofing plan), limits of construction, limits of fencing, location of access gate(s), earthwork grading concepts, drainage concepts, utility delivery to site, paving details and future building/facility layouts.
14. Prepare cost estimates and scheduling estimates (see note "i"). Reviews of program element eligibility for FAA CARES act funding will be included in the cost estimating exercise.
15. Prepare submittal for OWNER only review, including quality reviews and attend review meeting with OWNER (1 on-site meeting to be in conjunction with final site inspection activities). MTAA will provide one (1) set of review comments that will be incorporated into the subsequent submittal. Bi-weekly progress meetings, or at a frequency appropriate for the stage of design development, will be held in the interim with the OWNER.
16. Document review comments and address in 95% documents.

C. Design Development (65%-95% Level of Completion)

1. Finalize facility layouts, floor plans, detail floor plans, elevations, sections, roof plans, foundation plans, and equipment/material listing.
2. Finalize site plans and associated details.

3. Finalize permits associated with final site work.
4. Finalize FAA technical specifications tailored to the Project.
 - a. Finalize “front end” documentation.
 - b. It is assumed that no more than 10 specifications will be developed for new equipment for the facility and 10 specifications will be developed for salvaged equipment.
5. Finalize cost estimates and scheduling estimates (see note “i”). Reviews of program element eligibly for FAA CARES Act funding will be included in the cost estimating exercised. Include cash flow estimates with the cost and scheduling estimates.
6. Finalize Engineers’ Report on Design.
7. Prepare submittal for FAA/OWNER review, including quality reviews, and attend review meetings with FAA and OWNER Document review comments and address in final bid documents. Weekly progress meetings, or at a frequency appropriate for the stage of design development, will be held in the interim with the OWNER.

D. Final Design and Bid Documents (Bidding Documents)

1. Incorporate any final changes occurring from the 95% review documents.
2. Prepare final bid documents for advertising (plans, specifications, and estimates) (see note “i”).
 - a. Transmit final bid documents to MTAA.
 - b. Assist MTAA with advertisement of project to prospective bidders.

E. Bidding Phase Services

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

F. Construction Phase Services

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

OTHER SERVICES

1. An Airport Layout Plan update will not be included in this scope.
2. It is assumed that no property acquisition, lease modifications or easements will be altered or made as a part of this project.

NOTES PERTAINING TO SERVICES

- i. *The construction cost estimates will be based on the ENGINEER's professional experience and judgment and shall be deemed to represent the ENGINEER's opinion. The ENGINEER has no control over the cost of labor, materials, equipment, and other relevant factors that could influence the ultimate construction costs. Thus, the ENGINEER does not guarantee that the actual facility cost will be the same as the ENGINEER's estimate of probable construction cost or that construction costs will not vary from its opinions of probable cost.*
- ii. *It is assumed that the base floor plan or layout provided in the Basis of Design Report document will be used for the design of the Terminal building. Deviations from the base floor plan or layout provided in the Basis of Design Report document will constitute changed conditions and will require negotiations for modifications to this scope and the associated fee for the work.*

**PROFESSIONAL SERVICES AGREEMENT
30900280 – TASK ORDER NO. 2**

APPENDIX B

Schedule

**PROFESSIONAL SERVICES AGREEMENT
30900280 – TASK ORDER NO. 2**

APPENDIX C

Compensation

EXHIBIT B

DERIVATION OF CONSULTANT PROJECT COSTS

TOPEKA REGIONAL AIRPORT

TOPEKA, KANSAS

AIP 3-20-0113-XX / 30900280-2

TERMINAL BUILDING - PHILIP BILLARD MUNICIPAL AIRPORT

FEE PROPOSAL

June 9, 2021

1 **DIRECT SALARY COSTS:**

TITLE	HOURS	RATE/HOUR	COST (\$)	
Principal-in-Charge	44	\$98.07	\$4,315.08	7.7%
Project Manager	224	\$44.79	\$10,032.96	17.8%
Deputy Project Manager	211	\$80.89	\$17,067.79	30.3%
Civil Staff - QC	44	\$65.36	\$2,875.84	5.1%
Civil Staff	45	\$47.30	\$2,128.50	3.8%
Civil Staff	83	\$41.42	\$3,437.86	6.1%
Civil CADD	118	\$30.13	\$3,555.34	6.3%
Lead Structural Engr.	44	\$81.82	\$3,600.08	6.4%
Structural Engr.	186	\$39.80	\$7,402.80	13.1%
Admin	53	\$35.54	\$1,883.62	3.3%
	<u>1,052</u>			100.0%
Total Direct Salary Costs			=	\$56,299.87

2 **LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:**

Percentage of Direct Salary Costs @ 134.000% = \$75,441.83

3 **SUBTOTAL:** Items 1 and 2 = \$131,741.70

4 **PROFIT:** 15.000% = \$19,761.26

Subtotal \$151,502.96

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

a. Mileage	4970 Miles	\$0.56 / Mile =	\$2,783.00	
b. Airfare	5 Each	\$300.00 / Each =	\$1,500.00	
c. Hotel	20 Night	\$105.00 / Night =	\$2,100.00	
d. Meals	60 Each	\$15.00 / Each =	\$900.00	
e. Misc Equipment	2 Each	\$1,000.00 / Each =	\$2,000.00	
f. Rental Vehicles	8 Each	\$70.00 / Each =	\$560.00	
h. Other Direct Costs	1 Each	\$1,500.00 / Each =	\$1,500.00	
i. Printing	1 Each	\$4,000.00 / Each =	\$4,000.00	
Total Out-of-Pocket Expenses			=	\$15,343.00

6 **SUBCONTRACT COSTS:**

a. Architectural - HTK Architects, LLC	=	\$122,170.00	\$122,170.00
b. Mech/Elec/Plumb - Latimer Sommers Associates, PA	=	\$46,280.00	\$46,280.00
c. Surveying - Bartlett & West	=	\$8,500.00	\$8,500.00
c. Utilities - Bartlett & West	=	\$22,496.00	\$22,496.00
d. Field Testing Services - TSi Geotechnical, LLC	=	\$19,004.41	\$19,004.41

Total Subcontract Costs = \$218,450.41

7 **MAXIMUM TOTAL FEE:**

Items 1, 2, 3, 4, 5 and 6 = \$385,296.37 Lump Sum

USE \$385,296.00 LUMP SUM

Exhibit B - Task Two - Pg 1 of 1

updated 09JUN2021

EXHIBIT C
TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP 3-20-0113-XX / 30900280-2
TERMINAL BUILDING - PHILIP BILLARD MUNICIPAL AIRPORT
MANHOUR DERIVATION
June 8, 2021

Classification:	Kuchinski	Stalbaum	Freund	Muehl	Voss	Savage	Lashbrook	Lanzer	Hoffman	Vizen	Costs
Raw Labor Rate	Principal	Project Manager	Dep. Proj. Manager	Quality Control	Engineer	Engineer	Junior Engineer	Sr. Structural Engineer	Structural Engineer	Admin	
Overhead Value	98.07	44.79	80.89	65.36	47.30	41.42	30.13	81.82	39.80	35.54	
Margin Value	131.41	60.02	108.39	87.58	63.38	55.50	40.37	109.64	53.33	47.62	
Gross Burdened Hourly Rate:	263.91	120.53	217.67	229.94	166.60	145.44	105.58	28.72	13.97	12.47	
	AV	AV	AV	AV	CIV	AV	CIV	STRUCT	ADMIN	STRUCT	
	St. Louis	KCMO	Topeka	KCMO	KCMO	Dallas	KCMO	St. Louis	St. Louis	KCMO	
A. BASIC SERVICES											
1. Program Management											
1.1 35% Project Management	4	32	28								
1.2 65% Project Management	4	26	20								
1.3 95% Project Management	4	16	16								
1.4 100% Project Management	2	12	8								
1.5 Bid Phase Project Management	2	16	16								
1.6 Administrative / Invoicing			10							32	
Total hours =	250	16	104	98	0	0	0	0	0	32	
Total =	\$41,150.18	\$4,222.50	\$12,535.11	\$21,332.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,060.42	
2. Basic Project Development											
2.1 Surveys		8	4								
2.2 Geotechnical		8	4								
Total hours =	24	0	16	8	0	0	0	0	0	0	
Total =	\$3,669.88	\$0.00	\$1,928.48	\$1,741.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3. 35% Documents											
3.1 Prelim. Structural Design (Structural)		4						12	56		
3.15 MEP Schematic											
3.2 Prelim. Facility Layout, Floor Plans (Arch)											
3.25 Prelim. Site Layout Grading and Utilities (Civil)		6	8		8	10	40				
3.3 Prelim. CSPP	1	2	2			16					
3.4 Permitting	1	2	8								
3.5 Code Reviews, Coordination for Building Permits	1	2	2								
3.6 Equipment List & Prelim Specifications											
3.7 Prelim. Cost Estimates		4	2		2			2	4		
3.8 Quality Checks, Submittal and MTA Review		4	4	8							
3.9 Administrative										4	
Total hours =	217	3	26	26	8	10	26	40	14	60	4
Total =	\$28,297.29	\$791.72	\$3,133.78	\$5,659.55	\$1,407.07	\$1,272.84	\$2,897.99	\$3,243.19	\$3,082.49	\$6,426.11	\$382.55
4. 65% Documents											
4.1 Incorporate 35% Review comments	2	2	2		2		2				
4.15 Finalize Structural Design	1	1	1					12	56		
4.2 Detailed Facility Layout, Floor Plans											
4.25 Detailed MEP Design											
4.3 Detailed Site Layout, Pavement Designs, Traffic	1	6	4			8	24				
4.35 Finalized CSPP	1	2	2			4					
4.4 Development of Technical Specifications		8	4								
4.45 Final Permits (Building, Site, Utility)	1	1	1								
4.5 Detailed Facility Floor Plans											
4.55 Detailed Facility Sections and Elevations											
4.6 Equipment List & Prelim Specifications											
4.65 Submit 7400 Airspacing		2	2			6					
4.7 Developed Cost Estimate	1	2	3								
4.75 Developed Cost Estimate-Structural								2	8		
4.8 Quality Checks, Submittal and MTA Review	2	2	2	3	3	3					
4.85 Administrative										4	
Total hours =	203	9	28	21	3	5	21	26	14	72	4
Total =	\$27,110.38	\$2,375.16	\$3,374.84	\$4,571.17	\$527.65	\$636.42	\$2,340.69	\$2,108.08	\$3,082.49	\$7,711.33	\$382.55
5. 95% Documents											
5.1 Incorporate 65% Review comments	2	4	4								
5.2 Finalize Site Plans, Specs and Estimates	1	0	8		8	24	32				
5.3 Finalize Facility Plans, Specs and Estimates	1	6	14		14						
5.4 Finalize Facility Plans, Specs and Estimates-Structural								6	40		
5.5 Equipment Specifications		6	8		16						
5.6 Quality Checks, Submittal and MTA Review	2	6	8		4						
5.7 Administrative										8	
Total hours =	220	6	26	34	16	26	24	32	8	40	8
Total =	\$30,321.92	\$1,583.44	\$3,133.78	\$7,400.95	\$2,814.14	\$3,309.39	\$2,675.07	\$2,594.55	\$1,761.42	\$4,284.07	\$765.11
6. 100% Documents											
6.1 Finalize Site Plans, Specs and Estimates	1	2	2		4	8	16				
6.2 Finalize Facility Plans, Specs and Estimates	1	2	2								
6.3 Quality Checks, Submittal and MTA Review	1	1	1	1							
6.4 Structural 100% Plans Complete											
6.5 Formal Response to FAA Comments	1	2	2							4	
6.6 Significant Bid Documents (Advertise 02-01-2022)		1	1	8				4	2		
6.7 Administrative										2	
Total hours =	69	4	8	8	9	4	8	16	4	6	2
Total =	\$9,756.93	\$1,055.63	\$964.24	\$1,741.40	\$1,582.95	\$509.14	\$891.69	\$1,297.28	\$880.71	\$642.61	\$191.28
7. Bid Process											
7.1 Structural Bid Assistance								4	8		
7.2 Bid Assistance	6	16	16			4					
7.3 Equipment Bid Assistance											
7.4 Quality Checks, Submittal and MTA Review				8							
7.5 Administrative										3	
Total hours =	69	6	16	16	8	0	4	4	4	8	3
Total =	\$11,196.38	\$1,583.44	\$1,928.48	\$3,482.80	\$1,407.07	\$0.00	\$445.84	\$324.32	\$880.71	\$856.81	\$286.91
PART A SUBTOTAL = \$151,502.96											
B. SPECIAL SERVICES											
Special Services	0	0	0		0	0	0	0	0	0	
Total =	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PART B SUBTOTAL = \$0.00											
GRAND TOTAL = \$151,502.96											
WSP Hourly Costs Only (Does not include expenses or subconsultants)											

(1) Mileage, Motel and Meals
(2) Equipment, Materials and Supplies

(3) Computer Services
(4) Vendor Services

OVHD Rate	Employee Classification	Kuchinski	Stalbaum	Freund	Muehl	Voss	Savage	Lashbrook	Lanzer	Hoffman	Vizen	TOTALS
134.000%	Principal	98.07	44.79	80.89	65.36	47.30	41.42	30.13	81.82	39.80	35.54	Aver Hry Rate
15.000%	Hourly Rate	94.00	41.00	437.00	42.00	50.00	100.00	142.00	44.00	182.00	53.00	1,052
	Total Hours	44.00	224.00	211.00	44.00	45.00	63.00	118.00	44.00	166.00	53.00	7.6
	Person Months	0.3	1.6	1.5	0.3	0.3	0.6	0.8	0.3	1.3	0.4	
	PM Reserve	5.0	34.0	34.0	5.0	5.0	10.0	14.0	4.0	19.0	5.0	
	Hours for WBS	39	190	177	39	40	73	104	40	167	48	
		\$11,611.89	\$26,998.71	\$45,929.42	\$7,738.88	\$5,727.79	\$9,251.28	\$9,567.42	\$9,687.82	\$19,920.93	\$5,068.82	\$ 151,502.96
		7.7%	17.8%	30.3%	5.1%	3.8%	6.1%	6.3%	6.4%	13.1%	3.3%	100%

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	May-21	May-20	May-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through May	Calendar Yr Totals	Y-T-D Through May	Calendar Yr Totals
Air Carrier	2	0	6	49	51	77	167	265
Air Taxi	23	30	49	118	147	344	152	373
Itinerant General	738	409	412	2,847	2,007	5,723	1,628	5,007
Itinerant Military	532	460	565	1,909	2,069	5,315	2,118	5,765
Local Civil	208	44	62	891	403	1,394	286	710
Local Military	1,314	588	284	5,392	3,314	7,681	2,335	6,475
GRAND TOTAL	2,817	1,531	1,378	11,206	7,991	20,534	6,686	18,595

PASSENGER ACTIVITY	May-21	May-20	May-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through May	Calendar Yr Totals	Y-T-D Through May	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	-	-	194	419	2,075	2,524	2,201	4,663
Passengers Deplaned	-	-	191	514	2,029	2,456	1,804	3,853
Aircraft Landed	-	-	3	28	53	60	52	90
MILITARY CHARTERS								
Passengers Enplaned	-	-	99	2,486	-	519	8,490	8,539
Passengers Deplaned	143	-	124	749	-	83	3,475	9,242
Aircraft Landed	42	-	9	58	2	18	78	117
Combined Total Passengers Enplaned	-	-	293	2,905	2,075	3,043	10,691	13,202
Combined Total Passengers Deplaned	143	-	315	1,263	2,029	2,539	5,279	13,095



Billard Airport

TOP FAA TOWER OPERATIONS	Info Not Available May-21	May-20	May-19	2021	2020		2019	
				Accumulated Through April	Y-T-D Through May	Calendar Yr Totals	Y-T-D Through May	Calendar Yr Totals
Air Carrier	0	0	0	0	0	0	0	19
Air Taxi	0	54	59	182	325	703	417	1,163
Itinerant General	0	826	1,086	3,621	3,788	10,609	4,009	11,637
Itinerant Military	0	14	68	138	183	417	291	733
Local Civil	0	390	564	1,680	2,270	6,196	2,288	5,992
Local Military	0	34	2	52	64	154	6	22
GRAND TOTAL	0	1,318	1,779	5,673	6,630	18,079	7,011	19,566

**DELINQUENT ACCOUNTS
AS OF MAY 31, 2021**

DELINQUENT ACCOUNTS AS OF MAY 31, 2021											
NAME OF BUSINESS		TOTAL PAST DUE	MAY CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION			
								T E L	L R	A G R	L L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD	RENT/FC	\$814.41	\$45.29	\$44.62	\$43.96	\$72.87	\$607.67	X	X	X	
BRACKETT, INC	RENT/FC	\$4,319.72	\$4,194.67	\$125.05	\$0.00	\$0.00	\$0.00	X	X		
FAA RENT #620	RENT	\$1,162.39	\$862.27	\$300.12	\$0.00	\$0.00	\$0.00	X	X		
MLEWIS PROPERTIES	RENT/FC	\$676.67	\$666.67	\$10.00	\$0.00	\$0.00	\$0.00	X	X		
R & R PALLET OF GARDEN CITY INC	FC	\$2,722.66	\$697.34	\$685.49	\$344.77	\$995.06	\$0.00	X	X		X
RURAL DEVELOPMENT CORP	RENT/FC	\$24,329.71	\$359.55	\$354.24	\$349.00	\$343.85	\$22,923.07	X	X		
VAERUS AVIATION	RENT/FC	\$1,489.99	\$1,468.93	\$21.06	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$35,515.55	\$8,294.72	\$1,540.58	\$737.73	\$1,411.78	\$23,530.74				
- VACATED TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
TOPEKA REGIONAL AIRPORT:											
- TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
- AIRPORT USER LANDING FEES -											
DELTA AIR LINES	LANDING FEES	\$910.19	\$0.00	\$0.00	\$0.00	\$0.00	\$910.19	X	X		
ELITE AIRWAYS	LANDING FEES	\$1,792.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,792.50	X	X		
MIAMI AIR INTERNATIONAL	LANDING FEES	\$2,750.00	\$322.00	\$0.00	\$0.00	\$0.00	\$2,428.00	X	X		
NATIONAL AIR LINES	LANDING FEES	\$322.00	\$322.00	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
RVR AVIATION	LANDING FEES	\$86.18	\$0.00	\$0.00	\$0.00	\$0.00	\$86.18	X	X		
UNITED AIRLINES	LANDING FEES	\$1,735.02	\$0.00	\$941.18	\$161.84	\$0.00	\$632.00	X	X		
SUBTOTAL		\$4,893.20	\$644.00	\$941.18	\$161.84	\$0.00	\$3,146.18				
PHILIP BILLARD:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
MARK A. LEWIS BLDG #248	WATER/FC	\$114.67	\$112.97	\$1.70	\$0.00	\$0.00	\$0.00	X	X		
MARK A. LEWIS BLDG #629	WATER/FC	\$114.66	\$112.97	\$1.69	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$229.33	\$225.94	\$3.39	\$0.00	\$0.00	\$0.00				
GRAND TOTALS		\$40,638.08	\$9,164.66	\$2,485.15	\$899.57	\$1,411.78	\$26,676.92				

ACTION LEGEND:

TEL - CONTACTED BY TELEPHONE/IN PERSON
LTR - SENT STATEMENT, LETTER, EMAIL
AGR - PAYMENT AGREEMENT

Metropolitan Topeka Airport Authority
Monthly Leasing Activity Report
May 2021

February 2021 CPI is 1.7%

February 2021 CPI is 1.7%

TENANT	ADDRESS (FACILITY #)	FROM	TO
NEW:			
NONE		\$0.00	\$0.00
RENEWALS DUE:			
Rippe Enterprises Inc. (2% Inc)	Lot #15	\$6,663.25	\$6,796.52
T.R. Management Inc. (2% Inc)	6145 SE Cardenas (#154)	\$12,057.45	\$12,298.60
T.R. Management Inc. (2% Inc)	6840 SE Johnston (#344)	\$28,394.31	\$28,962.20
OPTIONS:			
Topeka Police Department (CPI Inc)	Firing Range (#669)	\$1,216.38	\$1,237.06
INCREASES:			
Freeman Holdings LLC (CPI Inc)	Fuel Farm (#697)	\$4,505.52	\$4,582.11
Grandmother's Inc. (2% Inc)	Lot #21	\$13,244.04	\$13,508.92
Paul Kirk (2% Inc)	625 SE Axton St. (#140)	\$20,800.00	\$21,216.00
Topeka Construction LLC	7131 SE Forbes Ave. (#448)	\$3,984.49	\$4,052.23
DECREASES:			
NONE		\$0.00	\$0.00
MISCELLANEOUS:			
NONE		\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$92,653.64
Old Annl. Rate	\$90,865.44
Annual Diff.	\$1,788.20
/12	\$149.02
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	\$149.02

Metropolitan Topeka Airport Authority
Monthly Gross Rental Income Report
May 2021

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,300.14
3	Combat Air Museum	2,3	602/604	\$281.51
4	Freeman Holdings LLC	4	600	\$1,620.15
	" "	5	601	\$4,074.46
	" "	6	178	\$60.67
	" "	7	609	\$2,401.40
	" "	8	610 - Suite 10,11	\$5,370.88
	" "	9	Land Lease (#613)	\$823.89
	" "	10	619	\$2,296.81
	" "	11	627	\$498.86
	" "	12	697	\$381.84
5	Gary Properties LLC	13	626	\$1,780.08
6	Haselwood Farm Inc.	14	Farm	\$161.50 ***
	Haselwood Farm Inc.	15	Farm A	\$104.84 ***
	Haselwood Farm Inc.	16	Farm B	\$740.09 ***
	Haselwood Farm Inc.	17	Farm C	\$96.58 ***
7	Pettit, Brooks	18	603 - 240sf	\$50.00
8	Shawnee County	19	667 (Firing Range)	\$514.09 ****
9	Topeka Police Dept.	20	669 (Firing Range)	\$103.09 ***
				\$28,126.71

TOPEKA REGIONAL BUSINESS CENTER

Page 2

	TENANT		FACILITY	MONTHLY RENT
1	AT&T Services, Inc.	1	280	\$472.19
2	Advanced Coatings Inc.	2	137	\$858.86 ***
3	A-1 Restaurant and Bar Supply	3	252	\$2,875.13
	A-1 Restaurant and Bar Supply	4	139 (storage)	\$500.00
	A-1 Restaurant and Bar Supply	5	624	\$4,500.00
4	Blue Jazz Java LLP	6	243	\$2,217.09
5	Brackett, Inc.	7	451	\$3,993.63
6	Concrete Supply of Topeka, Inc.	8,9,10	147-148-149	\$1,626.24
7	DXC Technology	11	Parking Lot #1	\$263.06
	" " "	12	Parking Lot #2	\$263.06
	" " "	13	Parking Lot #3	\$108.20
	" " "	14	Parking Lot #4	\$251.63
8	Evergy	15	Parking Lot S (#18)	\$1,916.67
9	F&L Enterprises Inc. dba WOW Truck and RV Wash	16	100	\$1,138.32
10	Federal Aviation Administration	17	620	\$862.27
11	Gallery Classic, Inc.	18	384	\$4,377.50
12	Grandmother's Inc.	19	Parking Lot #21	\$1,125.74
13	Groendyke Transport Inc	20	6N Lot A	\$630.69
14	Ground 1, LLC	21	Land Lease (#453)	\$5,798.61
15	H2I, LLC	22	Land Lease (#255)	\$666.96
16	Heartland Coca-Cola Bottling Co.	23	Land Lease (#400)	\$1,921.00
17	Henderson, Brad d/b/a Heartland Tree Service	24	260W Parking Lot	\$300.00
18	Home Depot USA, Inc.	25,26,27	Parking Lot #20, #23 & #24	\$2,745.79
19	Houser Enterprises, Inc	28	167	\$6,273.00
20	JSLewis, Inc.	29	415	\$368.49
21	KADA Enterprises LLC	30	260E Parking Lot	\$306.00
22	Kansas Sand & Concrete, Inc	31	Axton St - Lot A	\$1,185.42
23	Kirk, Paul L. Sr. dba Advance Street Rod Design	32	140	\$1,768.00
24	Klaton Real Estate, LLC	33	Land & Bldg. Lease (#622)	\$1,519.66
25	Koelling, Michelle & Duke d/b/a MDK	34	801	\$1,191.28
26	LMC, Inc.	35	321	\$367.55
	" " "	36	Land Lease (#383)	\$228.77
	" " "	37	Land Lease (#621)	\$257.06
	" " "	38	820	\$1,149.94
27	Lewis, Mark A. d/b/a M. Lewis Properties	39	248	\$198.13
	" " "	40	629	\$458.54
28	Lynch, Tony C. dba T&J Repair	41	114	\$1,605.86
29	McPherson Contractors Inc.	42	452	\$1,126.19
30	Mr. O Auto Sales, LLC	43	183	\$329.92
31	Murray, Christopher d/b/a Mid-America Painting	44,45	123/129	\$543.87
32	NFI Interactive Logistics LLC	46	University & Bleckley Lot	\$366.04
33	Nzekwe, Chigbo	47	181	\$53.22
34	Phoenix Recovery of Kansas LLC	48	225	\$1,289.15
35	ProMetal Fabrication, LLS	49	379	\$988.38
36	R & R Pallet of Garden City, Inc	50	170 A	\$6,383.56
	R & R Pallet of Garden City, Inc	51,52,53	170 B/C & Axton Lot B	\$11,092.34
	R & R Pallet of Garden City, Inc.	54	170-D	\$3,916.06
	R & R Pallet of Garden City, Inc.	55	Engle Lot	\$776.65
37	Rippe Enterprises	56	Lot #15	\$566.38
38	Rural Development Corp.	57	281	\$1,803.80
	" " "	58,59	638/818	\$1,855.21
	Rural Development Corp. 1	60	Lot J	\$158.63
	" " "	61	Lot K	\$910.81
39	SEKESC - Greenbush	62	605	\$10,730.03
40	Sports Car Club of America	63	300	\$6,976.58
41	Sunflower Auto Auction, LLC	64	131	\$3,480.49
42	Topeka Construction, LLC	65,66	Land & Bldg. Lease (#449 & #450)	\$1,074.20
	" " "	67	Land & Bldg. Lease (#448)	\$337.69
43	T.R. Management Inc.	68	154	\$1,024.88
	" " "	69	344	\$2,413.52
44	UAR Direct, LLC	70	197	\$917.08
45	Vaerus Aviation, Inc.	71	151	\$1,335.63
				\$116,740.65

TENANT			FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$105.06
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,059.47
3	H&H Aircraft Service LLC	3	10	\$881.78
	" "	4	12	\$55.98
4	Heartland Airplanes, LLC	5	9	\$245.99 *
5	Hetrick Aviation, LLC	6	26	\$3,519.66
6	Kaw Valley Aviation, LLC	7	T-Hangars, Fuel Farm	\$3,669.60 *****
	" "	8	4 - Suite 5 & 6	\$1,264.64
	" "	9	7	\$1,253.60
7	NOAA	10	Weather Station	\$3,536.73
8	New-Jetz, LLC	11	Land (#27)	\$575.72
9	Riverside Farms LLC	12	Farm	\$2,230.19 ***
10	RJ Meier Farms LLC	13	Farm	\$2,086.42 ***
11	Teamsters Local Union #696	14,15,16	1,2,3	\$1,900.28
12	Technical Applications & Consulting	17	17	\$1,702.93
				\$24,088.05

GRAND TOTALS

66	TENANTS	108	FACILITIES	\$169,269.41
----	---------	-----	------------	--------------

*Paid Quarterly

** Paid Semi-Annually

***Paid Annually

****Paid 10 Yrs in Advance

*****Minimum Guarantee

Metropolitan Topeka Airport Authority
Monthly Lease Income Net Change Report
May 2021

	MAY 2021	APR 2021	JAN 2021	JAN 2020	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
TOPEKA REGIONAL AIRPORT TENANTS FACILITIES LEASED	9 20	9 20	9 20	9 21	9 21	10 22	10 22	10 20	12 22	11 26	11 27
TOPEKA REGIONAL BUSINESS CENTER TENANTS FACILITIES LEASED	45 71	46 72	44 69	48 75	43 69	44 69	42 66	39 57	38 55	39 56	39 58
PHILIP BILLARD AIRPORT TENANTS FACILITIES LEASED	12 17	12 17	12 17	12 17	12 17	14 19	14 19	13 18	12 21	11 19	11 18
TOTAL TENANTS FACILITIES LEASED	66 108	67 109	65 106	69 113	64 107	68 110	68 106	62 95	62 98	61 101	61 103
MONTHLY LEASE INCOME	\$ 169,269	\$ 169,120	\$ 167,098	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$113,043	\$121,201	\$119,965
NET CHANGE	\$ 149	\$ 2,023	\$ (1,447)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)