

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

**Tuesday, June 21, 2022**  
**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 17, 2022.
3. Public Comment.
4. Adopt Agenda.

**ACTION ITEMS:**

5. Consider Volaire Aviation Consulting Agreement for Air Service Development.
6. Consider Approval of HTK Architects, Inc. Design and Construction Phase Services for Storm Damage Repair and Renovation to the FOE Terminal Building.
7. Consider Location for MRO Site.
8. Review Wage Study and Consider Adjustment to the MTAA Classification Plan.
9. Consider Contractor Labor Quotes to Repair T-Hangar Doors.

**INFORMATIONAL REPORTS:**

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



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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
 May 17, 2022**

**Work Session – 2023 Budget Workshop.....2:30 PM**

Draft #1 of the 2023 Budget was presented to the Board. Staff provided this draft as a starting point on the budget for further discussion at the June Board meeting. It was discussed that the July 1 valuation will be received in June, hopefully in time for review at the June Budget Workshop. The Board will approve the budget to publish at the July Board meeting.

**Regular Monthly Meeting ..... 3:00 PM**

Chairman Mike Munson 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, Lisa Stubbs, Erica Garcia-Babb and Sam Sutton. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Sam Stallbaumer of WSP USA, Inc.
- Jennifer Kuchinski of WSP USA, Inc.
- George Laliberte, AOPA Representative
- John Lueger of Heinen Brothers
- Bill Wempe – MTAA Police/Fire
- Terry Poley – MTAA Maintenance
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Other staff members present were Eric Johnson, Cheryl Trobough and Danielle Sheehy.

There was no attendance via the scheduled Zoom meeting.

**Item 1. Notice.**

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

**Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of April 19, 2022.**

Chairman Munson asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of April 19, 2022 and inquired if there were any additions, corrections or comments to the Minutes.

**Ms. Stubbs moved to approve the Minutes of the Regularly Scheduled Board Meeting of April 19, 2022. Mr. Armstrong seconded the motion. Motion carried.**

**Item 3. Public Comment.**

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

**Item 4. Adopt the Agenda.**

Chairman Munson inquired if there were any changes to the Agenda as presented. Mr. Johnson requested that the published Item 6. "Consider Exercising the Option on Volaire Aviation Consulting Agreement for Air Service Development" be removed from the agenda this month to allow for the preparation of an agreement to better suit Topeka Regional Airport's needs. The new agreement will be presented at the June board meeting. He offered a replacement Item 6. for the agenda "Consider T-Hangar Recommendations".

**Chairman Munson made a motion to adopt the Agenda as amended replacing Item 6. "Voilaire Agreement" with Item 6. "Consider T-Hangar Recommendations". Mr. Armstrong seconded the motion. Motion carried.**

**Item 5. WSP USA, Inc. Presentation on MRO Site Selection Report. (Information Only)**

Chairman Munson welcomed Sam Stallbaumer of WSP USA, Inc. who provided the information regarding the study of potential MRO sites. WSP evaluated two locations at Topeka Regional Airport (FOE).

- Option A (Estimated Cost of \$12,010,800): The abandoned concrete apron located North of the air traffic control tower, adjacent to Taxiway Alpha near the intersections of Taxiways Alpha, Bravo, and Charlie. This site has potential line-of-site issues with the ATC.
- Option B (Estimated Cost of \$16,723,700): Located in the South-Central area of the airport, in the vicinity of abandoned ammunition bunkers, adjacent to Taxiway Charlie between Runway 3-21 and Runway 13-31. This site requires additional costs for roadway construction and utility development but provides for better expansion possibilities.

The pros and cons of each site were discussed. Following discussion, it was the consensus of the Board for WSP to submit forms for both Option A and Option B to FAA for air spacing and Staff to present both site options to NIAR for their input.

**Item 6. Consider T-Hangar Recommendation.**

Heinen Aviation Services' recent presentation to the Board included a request to modify the share of lease revenue earned by the FBO for management of the T-Hangars. Members of the MTAA Board of Directors requested additional information pertaining to the FBO operation and management along with documentation of the cost of upkeep for the T-Hangars.

Along with the information provided by John Lueger, the Board also requested information regarding the cost of repairs MTAA staff will be making to the T-Hangars. These costs estimates are illustrated in the table below.

Item	Cost per Unit	Cost for T-Hangars 1-24
Structural Steel Repair	\$100 (avg per hangar)	\$2,400.00
AB3 (Interior grade repair)	\$50.00	\$1,200.00
Door Repair	\$1,700.00	\$40,800.00
	Total	\$44,400.00

In addition to the work identified above, all three buildings require some attention to the roofs. Staff intends to put this work out to bid for an acrylic roofing coating similar to Hangar 10 and 17 roofs. The MTAA also provides building insurance for the T-Hangars at an annual cost of \$15,830.64.

Taking these costs into consideration, along with the cost of mowing and snow removal between and around the T-Hangars, it was Mr. Johnson's recommendation that the MTAA maintain the 80/20 revenue share with the FBO. When all repair work has been completed, the terms for the shared responsibility/shared revenue relationship should be revisited.

**Ms. Stubbs made a motion to delay any modifications to the revenue split until the renovations on T-Hangars 1 – 24 are complete and to have counsel draft an amendment to the continuing "At Will" lease to modify the maintenance agreement. Mr. Armstrong seconded the motion. Motion carried.**

**Item 7. Consider Approval of Amendment No. 2 of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 2 CARES Act Funding Program – TOP Terminal Building Design Services.**

Mr. Johnson reported that Task Order No. 2 encompasses architecture and engineering for the design of the Philip Billard Terminal building as an approved project covered by CARES Act grant.

The design team feels it is necessary to incorporate a kitchen design consultant to assist in analyzing the kitchen area design. The role of the kitchen design consultant would be to specify the type, location and dimensions of kitchen appliances and fixtures. Their expertise will help to ensure that KDHE and City of Topeka standards are met for the kitchen and everything is code compliant.

The addition of the kitchen consultant at this stage in the project will add \$11,500.00 to the cost and cause an approximate 30 to 45-day delay in the project progress. The WSP design team is committed to completing the project work this summer, advertising the project, bidding the project, and recommending an award of contract prior to the fall season.

Mr. Johnson requested the Board approve Amendment No. 2 to WSP USA, Inc., Task Order No. 2 for \$11,500.00.

**Mr. Armstrong made a motion to approve Amendment No. 2 to WSP USA, Inc., Task Order No. 2 – TOP Terminal Building Design Services, in the total amount of Eleven Thousand Five Hundred Dollars and No Cents (\$11,500.00). Mr. Sutton seconded the motion. Motion carried.**

**Item 8. Consider Quote for Repairs to the Bucket Truck.**

Mr. Johnson reported the used bucket truck, which was purchased in October 2018 as approved by the Board, failed a recent certification inspection. It was determined that replacement was required of the articulating arm link of the Altec boom system, along with the miscellaneous seals, rubber boots and placards necessary for certification. To complete the work, staff located an Altec repair facility due to the proprietary nature of the repair.

Mr. Johnson requested the Board to authorize staff to contract with Altec Industries Inc. for the repairs identified in the quote at a cost estimate of \$11,429.41.

**Mr. Armstrong made a motion to contract for the necessary repairs with Altec Industries Inc. at a cost of Eleven Thousand Four Hundred Twenty-nine Dollars and Forty-one Cents (\$11,429.41). Mr. Sutton seconded the motion.**

**Item 9. Consider Purchase of 2022 Budgeted Equipment:**

The following equipment was budgeted to be purchased in 2022:

- a. Maintenance Department – Track Loader

Staff researched equipment from various manufacturers. Both John Deere and Caterpillar have Sourcewell contracts awarded on various models. Staff contacted local John Deere and Caterpillar dealers for Sourcewell quotes on similar equipment. Quotes were received from Foley Equipment offering the Caterpillar 953-12 at a cost of \$250,126.45 and from Murphy Tractor & Equipment offering the John Deere 655K at a cost of \$243,830.00. The quotes provided by both vendors included a \$9,000 trade value for MTAA's 1976 track loader.

Through their research, staff determined that although either track loader would perform well, there are some differences to consider.

- Customer reviews indicated that Caterpillar track loaders provide better operational longevity than John Deere track loaders;
- John Deere offers an extended warranty of 36 month/2,000 hour on the Powertrain & Hydraulics. Caterpillar offers a standard warranty of 12 months with unlimited hours.
- Delivery time is a huge factor to consider. Caterpillar is showing a delivery date of June 2022. John Deere's current availability for new order is November 2022. Recent experience with equipment purchases has shown delivery dates are very unreliable right now.

For the above stated reasons, Mr. Johnson requested authorization to purchase the Caterpillar 953-12 at a cost of \$250,126.45 from Foley Equipment.

**Mr. Armstrong made a motion to purchase the Caterpillar 953-12 at the quoted cost of Two Hundred Fifty Thousand One Hundred Twenty-six Dollars and Forty-five Cents (\$250,126.45). Ms. Garcia-Babb seconded the motion. Motion carried.**

b. Police & Fire Department – Ballistic Vests

The MTAA Police Department's current ballistic vests (Level IIIA) were purchased in March of 2017 and the useful service life has expired. Providing a new vest and carrier for each full and part-time officer will require 25 Ballistic Vests (Level IIIA), and 25 vest Carriers.

Staff learned that Angel Armor was awarded the National Association of State Procurement Officials (NASPO) contract for ballistic vests and that the State of Kansas signed a cooperating agreement on this contract. Angel Armor, through their local distributor, provided a total price of \$36,360.62, including shipping cost. The product is manufactured in the United States with delivery approximately 45 days from the date of order.

Due to the state of the economy and current demand, the quoted price exceeds the budgeted amount of \$23,000.00. Additional funds are available within the 2022 budget due to cost savings on equipment purchased earlier in the year. It was Mr. Johnson's recommendation for the Board of Directors to approve the purchase at the quoted price of \$36,360.62.

**Chairman Munson made a motion to purchase the ballistic vests from Angel Armor at the quoted cost of Thirty-Six Thousand Three Hundred Sixty Dollars and Sixty-two Cents (\$36,360.62). Mr. Sutton seconded the motion.**

**Information Only Items:**

**Item 10. Monthly Reports**

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

Mr. Johnson provided the following report:

- The FAA Central Region advised during a recent call that it is their intention to use available BIL funds toward existing AIP projects before using discretionary funds. This is certainly going to affect MTAA's plans to use the BIL to fund hangar or T-hangar construction.
- One of the projects the FAA is looking at closely is the Runway 18-36 North extension. This project is required to move the RWY 18 threshold out of the safety area/Object Free Area of RWY 13-31. Based on the aircraft design group for the crosswind runway, the FAA stated the eligible portion is only 60' wide, not the existing 75' that is there now. Ultimately, they are suggesting the eligible runway length will be 3400-3600 feet. Essentially, rather than seeing the runway length increasing from 4,331 to approximately 5,000 feet, the crosswind runway will be shortened by as much as 900 feet and narrowed to 60'. To maintain what is currently in place, the difference will be the MTAA's responsibility.
- NOAA will be flying multiple missions over the next 30 days. Hopefully this will become an annual occurrence.
- The 190<sup>th</sup> will begin their apron project soon. Staff is working to get a lease in place with the contractor to provide a location for a batching plant. Part of the arrangement will include the contractor removing the old concrete from the abandoned apron area. While there's obviously some benefit to this being completed, it will require additional MTAA work to address the existing storm water inlets and backfilling to the new grade from the taxiway edges.

- The Kansas Association of Airports will hold the annual conference June 14<sup>th</sup> - 16<sup>th</sup> in Dodge City. Updates are typically provided from the FAA and TSA during this conference.

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

Mr. Johnson provided the following report:

- The MTA water system was upgraded in 1988. This included the replacement of the ground storage tank, water tower and all the water mains. What staff has found is that quite a few water mains were never replaced but are shown on the as-builts that they were. While the majority appear to be new, when the old ductile iron pipe breaks, it requires shutting down the system and replacing it. There are at least 6 different locations that have been identified so far.
- Design is the next step in the process to prepare the abandoned apron for construction for MRO development in the future. The SPARKS Base grant we received limits the funds available for design to only 10% of the grant amount. We have MRG funds that can be made available for this effort if that's the direction the Board wants to take. WSP has developed a task order we can present to the Board during the June 2022 meeting.
- **APRIL LEASE ACTIVITY (CPI is 7.0%) – ALL INCREASES ARE 2%**
  - **NEW LEASES/RENEWALS**
    - Home Dept USA Inc. (Pkg Lot #18)
    - Houser Enterprises LLC (Bldg. #167)
  - **OPTIONS EXERCISED**
    - A-1 Restaurant & Bar Supply (Bldg. #252);
  - **INCREASES**
    - Six (6) leases received an annual increase.
  - **DECREASES**
    - R&R Pallet Inc. (Bldg. #170A,B,C and Pkg Lots #13 & #16)
- Monthly rental income is \$170,214 or approximately \$2,042,570 per year.
- **DELINQUENT ACCOUNTS (as of 04/30/2022)**
  - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and a portion of the December invoice and January, February, March & April invoices;
  - Brackett Inc. – Delinquent for February, March & April invoices & finance charges;
  - Prometal Fabrication LLC – **ACCOUNT PAID IN FULL**
  - 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. These unpaid charges relate to Bldg. #624.

#### **10.c. Monthly Financial Reports – Ms. Trobough**

Ms. Trobough provided the following reports:

- The report for the month ending 04/30/2022 reflects revenue to be \$201,562 more than budgeted which is a net result from:
  - a. Taxes and Assessments receipts remain at \$82,527 more than budgeted;
  - b. Landing Fees are \$9,157 under budget;

- c. Fuel Flowage Fees are \$13,401 under budget;
  - d. Passenger Facility Charges are \$892 under budget;
  - e. Lease & Rental Fees actual income reflects to be \$62,159 more than the budgeted amount;
  - f. Reimbursements total to be \$6,680 ahead of budget;
  - g. CD Interest income is \$789 less than the anticipated budget;
  - h. Water/Sewer Sales for March are \$2,100 under budget with Water/Sewer Costs reflecting \$2,697 under budget.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$243,305.
  - Capital Improvement purchases made during the month of March are as follows:
    - a. **VEHICLES** – Delivery & payment of the **\$35,694.00** Board-approved purchase of the 2022 Ford Explorer P&F patrol vehicle.

**Mr. Armstrong moved to accept and file the Monthly Financial Reports as presented for the month ended April 30, 2022. Mr. Sutton seconded the motion. Motion carried.**

#### **Item 11. Executive Session**

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

#### **Adjournment**

Chairman Munson inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made the motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 4:53 p.m.**


These official minutes were approved by the Board of Directors on June 19, 2022.

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Brian Armstrong, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Board to Consider Volaire Aviation Consulting Agreement for Air Service Development. (Board Action Required)**



Date: June 10, 2022

In June 2021, the MTAA Board of Directors authorized staff to enter into a contract with Volaire Aviation Consulting (VAC) for air service development. Understandably, the air service industry is not in any position to begin looking at new markets right now however, our intention is to continue this relationship should a traditional or destination air service opportunity present itself.

The prior agreement required a monthly retainer fee and included services such as; airline meetings, conference meetings, community visits, and preparation of an annual Small Community Air Service Development (SCASD) Grant application. The agreement we would like to enter into with Volaire at this time takes the current air service industry into consideration. Rather than a monthly retainer, we propose an agreement similar to what we've used in the past but limiting our expenses to include only projects requested by the MTAA in writing. The contract is in the form of contingency pricing. In lieu of standard, per project pricing, this agreement is structured with risk/reward pricing. In exchange for up to a 50% reduction in all costs, VAC will be paid based on the success of the firm in recruiting new service. This agreement also eliminated the monthly retainer fee.

We intend to market Topeka aggressively in the coming years and I believe this agreement, along with the leakage and point of origin studies completed recently, will enable to do so.

There are no up-front costs associated with this agreement. I ask that the Board authorize the MTAA to enter into an agreement with Volaire Aviation Consulting.

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”).

**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, 2022 and be in effect through May 31, 2024. It can be extended for one calendar year (June 1, 2024 to May 1, 2025) at Company’s discretion.

(c) Services. Airport can commission each of the following projects at its discretion. Each project will be invoiced separately upon completion. Airport is under no obligation to commission any of the following projects.

**1) Airline headquarters meetings and presentations**

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**

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**

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**

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) Drive diversion/passenger leakage study**

At Airport's discretion, Consultant can develop a new drive diversion/passenger leakage study detailing airport use for catchment area passengers. The study will include zip code level detail including passengers, average fares, revenue, top markets, and carrier usage.

The analysis will include both filed passenger data and booking data by zip code. The study will use Consultant's proprietary methodology to determine the drive diversion of passengers to and from other airports and to develop an actual market size for the catchment area.

**6) Community survey**

Consultant will prepare an on-line survey for dissemination throughout the region, delving into travel patterns, demand for service, the quality of current service, and other pertinent market research. Consultant will prepare a report of results and present the results during a visit to the community.

**7) Economic impact analysis**

Consultant will detail the economic impact of the Airport and its scheduled air service. The analysis will include a survey of all airport-related business to determine the baseline of on-airport impact. It will also 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.

**2. Consultancy Fee and Expenses**

(a) Per Project Fee Schedule. This agreement is priced with discounts in exchange for a bonus for new service initiation and the ability of Consultant to secure Airport's marketing contract for advertising of new air service. Projects commissioned by Airport will be invoiced, upon completion, at the following discounted rates:

1) Airline headquarters meeting (first in calendar year):	\$10,000
2) Airline headquarters meeting (subsequent in calendar year):	\$7,500
3) Airline conference meeting (first at conference):	\$3,500
4) Airline conference meeting (subsequent at conference):	\$2,000
5) Community visit (per trip):	\$4,500
6) Small community air service development grant application:	\$12,500
7) Drive diversion/passenger leakage study:	\$15,000
8) Community survey:	\$7,500
9) Economic impact analysis:	\$15,000

(b) 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 \$3,000 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.

(c) 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.

(d) 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.

(e) 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. Consultant will invoice all expenses at cost plus a 10% administrative fee.

In the case of air service development conferences, Consultant will allocate expenses based on the total expenses of the firm divided by the total number of meetings covered by the firm.

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

(f) 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  
Voltaire Aviation, Inc.

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By: Eric Johnson  
Title: Director of Airports

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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 HTK Architects, Inc.  
Design and Construction Phase Services for  
Storm Damage Repair and Renovation to the  
FOE Terminal Building. (Board Action Required)**



Date: June 10, 2022

As discussed during a previous meeting of the MTAA Board of Directors, staff met with HTK Architects, Inc. (HTK) to address storm damage at the terminal building and modifications to the passenger lounge area.

The purpose of this construction is to repair the metal roof, soffit, fascia, and doors along the West side of the terminal building. In addition, the existing sterile area in the terminal building is too small to accommodate passengers during charter operations. Based on available information, Sun Country is planning to resume flights in the fall of 2022. This is a good time to expand the sterile area and reconfigure the passenger screening portion of the screening room.

The total fee proposed by HTK for design and construction phase services is \$39,500.00. The construction costs are estimated to be \$219,307.00 for the storm damage and \$478,487.00 for the expansion of the sterile area. While this project was not identified in the 2022 budget, funds are available in line item 92270 – Economic Development Projects/Emergency Needs. We anticipate drawing down on CRRSA and ARPA funds to offset the costs of the sterile area expansion.

I request the Board to consider authorizing an agreement at a cost not to exceed Thirty-Nine Thousand Five Hundred Dollars (\$39,500.00) pending review by MTAA counsel.

Please contact me if you have any questions.



May 23, 2022  
Eric M. Johnson, President / Director of Airports  
Metropolitan Topeka Airport Authority  
6510 SE Forbes Ave, Suite 1  
Topeka, Kansas 66619  
RE: Air Terminal Lounge Renovation

Dear Eric:

HTK will team with PKMR Engineers (MEP/HVAC/Plumbing) to provide Architectural and Engineering Services for the above referenced project.

As we discussed at our meeting on site on May 6, 2022 the scope of work is to repair damage from recent storms including exterior soffit and roof repair, and replacement of west sliding doors with aluminum storefront and swing doors. In addition, alternate work to enclose a second passenger lounge space and connect to the existing lounge space, create a gate boarding exit with ADA ramp, connect the PA systems, and infill the east atrium area including new curtainwall and storefront will be included. We do not anticipate needing a civil engineer at this time. An additional fee will be needed should a civil engineer be required. We will get a survey for the ADA ramp area.

It is our understanding that the project is funded through federal relief funds, and we will follow all project and bidding requirements related to the funding. At this time, we anticipate those requirements to be similar to those of the ESSER relief funds including Davis-Bacon Prevailing Wage Requirements, Contract Work Hours and Safety Standards Act, Assessment of Environmental Impact, OSHA compliance, ASHRAE standards, and Byrd Anti-Lobbying. We will confirm these when you send us the requirements related to your specific funding.

We estimate the construction costs for base at \$219,307. We estimate the costs for the lounge renovation and east terminal work at \$478,487. Please see the attached estimate for further information.

We propose the following Total Fee Request of \$39,500:

Survey: \$4,500

Design Phase Total Fee of \$10,500

Construction Documents through Bidding Total Fee of \$15,750

Construction Administration Total Fee of \$8,750

We tentatively believe the construction on this project will be complete between April and May 2023. We intend to have documents complete mid-August 2022 and bid the project in mid-September with construction beginning in October after board approval. The construction timeline is tentative right now due to the ever-fluctuating lead times for construction materials.

Start design and review and Owner Approval to move forward: June 2022

Construction Documents: June 2022-August 2022

Bidding and Contract Period: August -September 2022

Construction Complete: April or May 2023

Thanks,

A handwritten signature in black ink that reads 'Jennifer D. Hannon'. The signature is written in a cursive, flowing style.

Jennifer Hannon  
HTK Architects, Inc



Preliminary Estimate - Phase 1-Storm Damage Repair

ITEM/DESCRIPTION	QUANTITY	UNITS	UNIT COST	SUB-TOTAL	TOTAL
<b>DIVISION 1 : GENERAL REQMTS.</b>					<b>\$36,551</b>
General Contractor's Bonds & Insurance	\$166,142	EA	2.00%	\$3,323	
General Contractor's General Construction	\$166,142	EA	10.00%	\$16,614	
General Contractor's OH&P on General Construction	\$166,142	EA	10.00%	\$16,614	
<b>Storm Damage Repair</b>					<b>\$166,142</b>
Repair Metal Soffit	600	SF	\$65.00		\$39,000
Replace all sheathing, ice barrier, and metal roofing on west facade	1,800	SF	\$23.74		\$42,732
Aluminum Entry Doors (6'-0"x7'-2) and hardware	6	EA	\$3,885.00		\$23,310
Storefront at Entry Vestibules	720	SF	\$80.00		\$57,600
Automatic Operator for Center Door	2	EA	\$1,750.00		\$3,500
Contingency	\$166,142	EA	10.00%		\$16,614
<b>TOTAL COST PHASE 1</b>					<b>\$219,307</b>

Preliminary Estimate - Phase 2-Lounge Renovation

ITEM/DESCRIPTION	QUANTITY	UNITS	UNIT COST	SUB-TOTAL	TOTAL
<b>DIVISION 1 : GENERAL REQMTS.</b>					<b>\$79,748</b>
General Contractor's Bonds & Insurance	\$362,490	EA	2.00%	\$7,250	
General Contractor's General Construction	\$362,490	EA	10.00%	\$36,249	
General Contractor's OH&P on General Construction	\$362,490	EA	10.00%	\$36,249	
<b>Lounge/Waiting Area Renovation</b>					<b>\$362,490</b>
Demolition	1	LS	\$10,000.00		\$10,000
Patch and repair for new work	1	LS	\$5,000.00		\$5,000
Interior Alum.Storefront wall at lounge	350	SF	\$80.00		\$28,000
Interior Alum. Single (3'-0") Door and hardware	1	EA	\$2,435.00		\$2,435
Low voltage to Doors	2	EA	\$1,500.00		\$3,000
Ceiling heater	1	EA	\$10,000.00		\$10,000
Connection to communication system-new comm panel	1	EA	\$25,000.00		\$25,000
Power/data to gate casework	75	LF	\$83.00		\$6,225
Misc. Pacing/MEP	1	LS	\$15,000.00		\$15,000
Concrete ADA Ramp and railing	55	LF	\$3,500.00		\$192,500
Interior Alum. Curtain wall at east end of terminal	525	SF	\$105.00		\$55,125
Interior Alum. Double Doors (6'-0") Door and hardware	2	EA	\$3,885.00		\$7,770
Interior Alum. Double Doors (3'-0") Door and hardware	1	EA	\$2,435.00		\$2,435
Floor slab at east end to infill planting area	125	SF	\$12.00		\$1,500
Contingency	\$362,490	EA	10.00%		\$36,249
<b>TOTAL COST PHASE 2</b>					<b>\$478,487</b>

Office of: President  
To: Board of Directors  
From: Eric M. Johnson   
Subject: **Consider Location for MRO Site.  
(Board Action Required)**

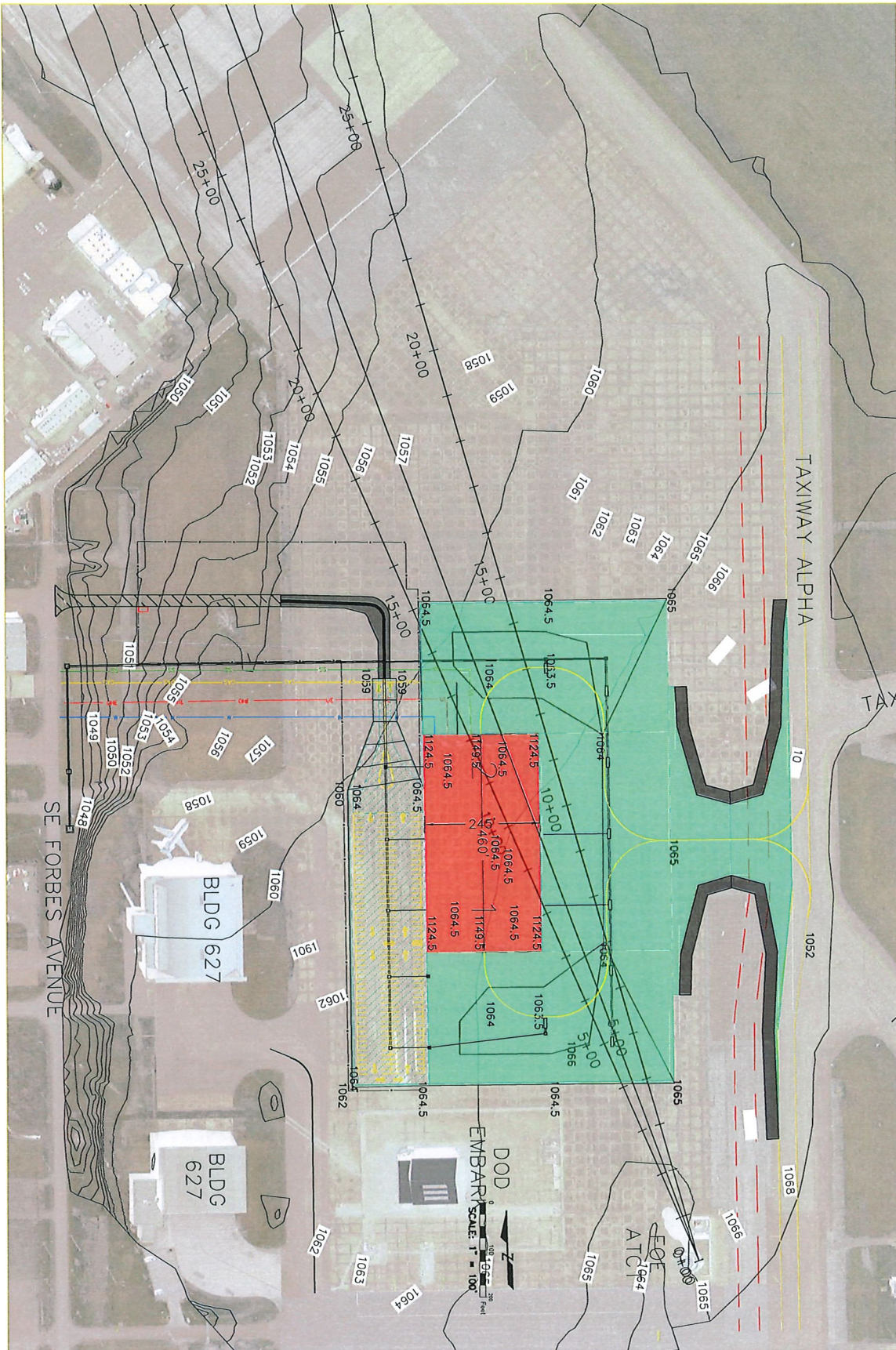


Date: June 10, 2022

As discussed during last month's board meeting, we will continue to move forward with the design phase following the MRO site selection. WSP has revised the hangar location to be certain we would not encounter any line-of-site issues but in doing so, the cost of the additional apron required for the hangar has increased.

I request the Board approve the MRO Site based on the most recent information provided. The cost of design for the Abandoned Apron site is One Million Five Hundred Seven Thousand Dollars and No Cents (\$1,507,000.00), and for the Ammo Road Area, the cost of design is One Million Seven Hundred Eighty-Four Thousand Eight Hundred Dollars and No Cents (\$1,784,800.00). The Spark Base grant funds 75% of the cost to a maximum participation of \$1,000,000.00. MTAA's share is a minimum of 25% or balance of the expense beyond the grant amount, whichever is greater.

Please contact me if you have any questions.



NOT FOR CONSTRUCTION

Sheet	
Engineer:	JRF
Designer:	JRF
PD Job No.:	22900280F
Date:	13.JUN.2022

**WSP**  
 300 WYANDOTTE  
 SUITE 200  
 KANSAS CITY, MO 64105  
 TEL: +1 816.702.4300

**MTAA**  
 METROPOLITAN TOPEKA & AIRPORT AUTHORITY  
 TOPEKA REGIONAL AIRPORT  
 BELLEVUE AIRPORT

**METROPOLITAN TOPEKA AIRPORT AUTHORITY**  
 MAINTENANCE, REPAIR, &  
 OVERHAUL FACILITY  
 TOPEKA REGIONAL AIRPORT

TOPEKA REGIONAL AIRPORT  
 NIAR BUILDING SITE PLAN  
 OPTION A

No.	Date	By	Issue



NOT FOR CONSTRUCTION

Sheet	
Engineer	JRF
Designer	JRF
PB Job No.	30900280F
Date	13.JUN.2022

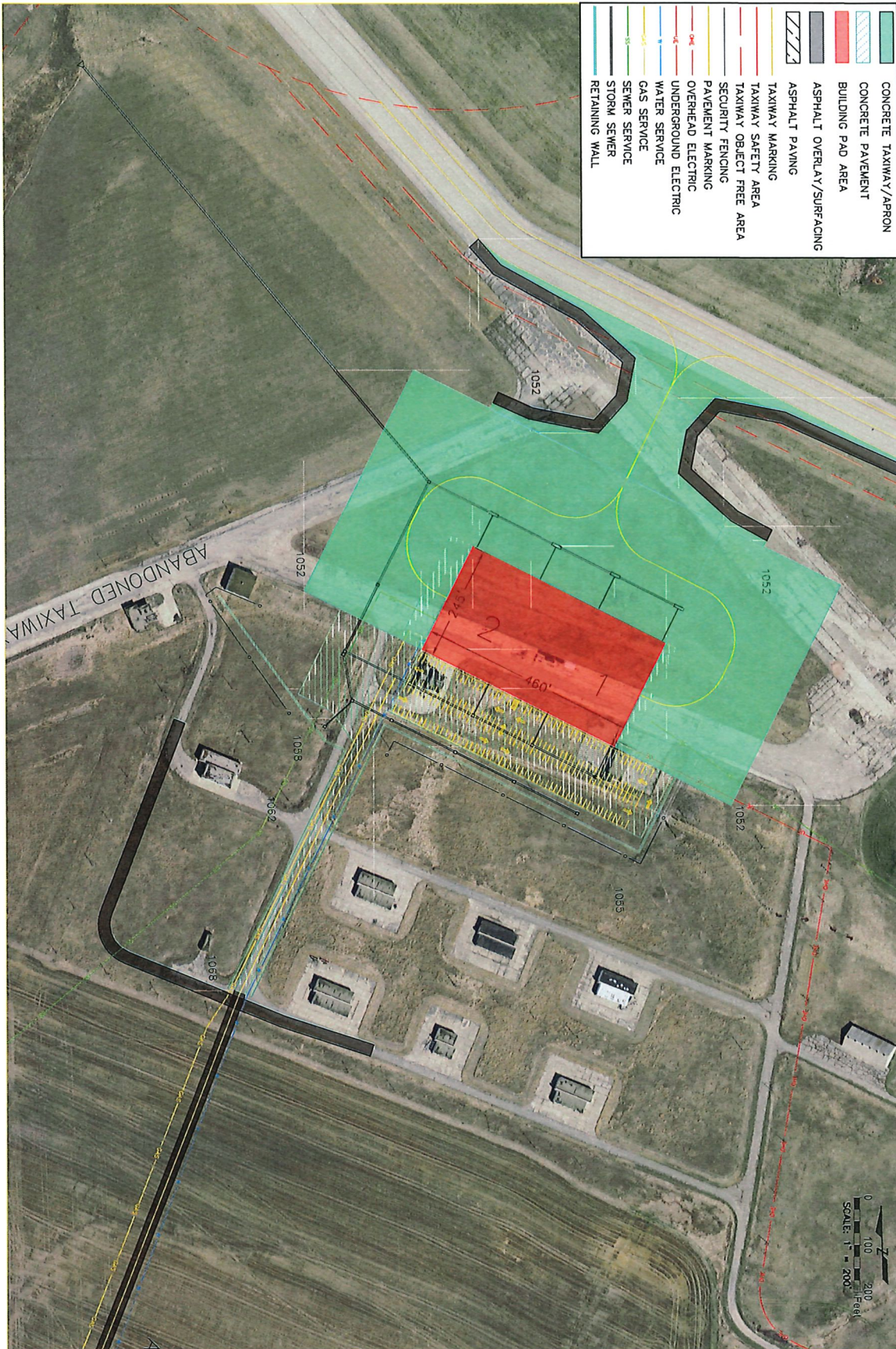
**WSP**  
 300 WYANDOTTE  
 SUITE 200  
 KANSAS CITY, MO 64105  
 TEL: +1 816.702.4300

**MTAA**  
 METROPOLITAN TOPEKA & AIRPORT AUTHORITY  
 SCHIEFFELIN REGIONAL AIRPORT  
 AIRPORT & AVIATION CENTER

METROPOLITAN TOPEKA  
 AIRPORT AUTHORITY  
 MAINTENANCE, REPAIR, &  
 OVERHAUL FACILITY  
 TOPEKA REGIONAL AIRPORT

TOPEKA REGIONAL AIRPORT  
 OPTION B SITE PLAN

No.	Date	By	Issue



NOT FOR CONSTRUCTION

Sheet	
Engineer	JRF
Designer	JRF
PB Job No.	30900280F
Date	13JUN2022

**WSP** 300 WYANDOTTE  
SUITE 200  
KANSAS CITY, MO 64105  
TEL: +1 816.702.4300

**MTAA**  
METROPOLITAN TOPEKA AIRPORT AUTHORITY  
TOPEKA REGIONAL AIRPORT & GATE CENTER  
1 BELLASD AIRPORT

METROPOLITAN TOPEKA AIRPORT AUTHORITY  
MAINTENANCE, REPAIR, & OVERHAUL FACILITY  
TOPEKA REGIONAL AIRPORT

TOPEKA REGIONAL AIRPORT  
NIAR BUILDING SITE PLAN  
OPTION B

No.	Date	By	Issue

Office of: President  
To: Board of Directors

From: Eric M. Johnson



Subject: **Review Wage Study and Consider Adjustment  
to the MTAA Classification Plan.  
(Board Action Required)**



Date: June 10, 2022

Several years ago, Shawnee County completed a wage study to determine if their employees were receiving fair market compensation. We attempted to do the same but no action was taken on the results of the study. Even before that time, MTAA employees received considerably less than their counterparts in both wages and benefits. Now more than ever it is increasingly difficult to compete in attracting quality employees. As of June 10<sup>th</sup>, 2022, the MTAA had advertised for the eight (8) open positions and no applications on file for consideration.

Staff searched for similar positions in the surrounding areas and the compensation paid for those positions. The challenge is that our positions are not exactly the same as other municipalities. For example, our Police/Fire Officer 1 has to complete law enforcement certification; training for structural firefighting and aircraft rescue firefighting; and be knowledgeable on airport operations and inspections. We currently offer \$16.97/hr for a new hire.

The Maintenance Department is in a similar situation. These employees are engaged in the building trades including carpentry, plumbing, electrical and building finishes as they perform building renovations in preparation for lease. In addition, all maintenance employees are expected to operate small equipment, mowers, tractors, backhoes, loaders, forklifts, large plow trucks and specialty airfield equipment. Currently, all maintenance employees have at a minimum a Kansas Class B commercial driver's license. Several have completed water operator certification but all are involved in maintaining and repairing the MTAA's water distribution system. To my knowledge, this is such a unique position that a fair comparison would be difficult, if not impossible, to find. We currently offer \$15.85/hr for a new hire.

Considering the state of the economy and our below-market wages, I propose we address this to the extent possible within the 2022 budget and make another adjustment for the 2023 budget year. We received CRRSA and ARPA grants totaling \$2,142,988 for Topeka Regional Airport and Philip Billard Airport. The grants providing these funds identify personnel cost as an eligible expense.

I request the Board approve a 7.5% increase in the classification plan to take effect with the first pay period in July 2022 and that we repeat this effort beginning with the first pay period in 2023.

Please contact me if you have any questions.

**MTAA 2022 WAGE COMPARISON STUDY**

Below are the results of wage comparison data that has been compiled over the last several weeks. We focused on the police and fire department and the maintenance department but the proposed adjustment applies to all positions identified on the MTAA Classification Plan.

**Current MTAA Wages:**

Position	Hourly Rate	Annual Salary
Police/Fire Officer 1	\$16.97	\$35,297.60
Police/Fire Officer 2	\$17.63	\$36,670.40
Police/Fire Assistant Supervisor (Sgt)	\$19.03	\$39,582.40
Police/Fire Supervisor (Lt)	\$19.76	\$41,100.80
Police/Fire Captain	\$21.38	\$44,470.40
Maintenance 1	\$15.85	\$32,968.00
Maintenance 2	\$16.97	\$35,297.60
Maintenance 3	\$18.29	\$38,043.20

**AREA FIRE DEPARTMENTS – ALL WAGES ARE BASE/STARTING WAGES**

USAF 190 <sup>TH</sup> ARW FIRE DEPARTMENT	Hourly Rate	Annual Salary
Firefighter thru Lieutenant	\$23.37	\$48,612.00
Captain	\$30.56	\$63,562.00
Assistant Chief	\$37.17	\$77,313.00

SHAWNEE HEIGHTS F.D.	Hourly Rate	Annual Salary
Firefighter	\$19.53	\$40,623.51
Advanced Firefighter	\$20.51	\$42,654.69
Lieutenant	\$22.72	\$47,250.73
Captain	\$24.31	\$50,558.28

MISSION TOWNSHIP F.D.	Hourly Rate	Annual Salary
Firefighter	\$20.19	\$42,003.00
Lieutenant/Captain	\$22.50	\$46,800.00
First Deputy Chief (Assistant Chief)	\$29.06	\$60,450.00
Chief	\$36.56	\$76,050.00

CENTRAL JACKSON COUNTY F.D.	Hourly Rate	Annual Salary
Firefighter	\$23.65	\$49,182.17
Lieutenant		Not Reported

OVERLAND PARK F.D.	Hourly Rate	Annual Salary
Firefighter	\$21.55	\$44,828.16
Lieutenant	\$42.45	\$83,302.63

KANSAS CITY KS F.D.	Hourly Rate	Annual Salary
Firefighter	\$18.02	\$37,488.84
Lieutenant		Not Reported

LAWRENCE F.D.	Hourly Rate	Annual Salary
Firefighter	\$23.60	\$49,079.43
Lieutenant	\$34.80	\$72,378.34
Captain	\$46.63	\$97,000.00

**AREA POLICE DEPARTMENTS – ALL WAGES ARE BASE/STARTING WAGES**

TOPEKA POLICE DEPARTMENT	Hourly Rate	Annual Salary
Patrolman	\$22.97	\$47,777.60
Lieutenant	\$48.55	\$100,978.00
Captain	\$51.26	\$106,615.00

SHAWNEE COUNTY SHERIFF	Hourly Rate	Annual Salary
Patrolman	\$23.61	\$49,108.80
Sergeant	\$30.15	\$62,712.00

MERIDEN POLICE DEPARTMENT	Hourly Rate	Annual Salary
Patrolman	\$25.00	\$52,000.00

KANSAS HIGHWAY PATROL	Hourly Rate	Annual Salary
Trooper	\$20.13	\$41,870.40
Dispatcher	\$16.60	\$34,528.00

RILEY COUNTY POLICE DEPARTMENT	Hourly Rate	Annual Salary
Patrolman	\$23.08	\$48,006.40

LAWRENCE POLICE DEPARTMENT	Hourly Rate	Annual Salary
Patrolman	\$31.00	\$64,480.00

OSAGE COUNTY SHERIFF	Hourly Rate	Annual Salary
Patrolman	\$21.50	\$44,720.00
Sergeant	\$25.00	\$52,000.00



The positions in the MTA maintenance department are much more difficult to compare. We cannot find another position that performs as many different tasks. In lieu of that, we identified several examples that include duties performed by the maintenance employees.

Position	Average Hourly Rate	Average Annual Salary
Carpenter	\$21.72	\$45,177.60
Electrician	\$24.96	\$51,916.80
Plumber	\$21.65	\$45,032.00
Painter	\$18.12	\$45,032.00
Carpet Installer	\$27.60	\$57,408.00
Truck Driver	\$40.37	\$83,962.00
Snow Plow Operator	\$22.60	\$47,008.00
Equipment Operator	\$23.25	\$48,360.00
Backhoe Operator	\$22.63	\$47,070.40
Skid Steer Operator	\$22.09	\$45,947.00
Tractor Operator	\$10.26	\$21,345.00
Landscape Technician	\$15.29	\$31,803.20
Maintenance Technician	\$19.42	\$40,393.60
Diesel Mechanic	\$29.55	\$61,464.00

Office of: President  
To: Board of Directors  
From: Eric M. Johnson   
Subject: **Consider Contractor Labor Quotes  
to Repair T-Hangar Doors.  
(Board Action Required)**



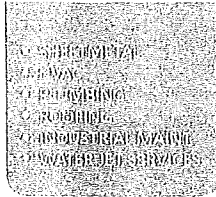
Date: June 10, 2022

The MTAA Maintenance Department staff is working to address the issues we have with our T-Hangars at Philip Billard Airport. We are currently experiencing a staffing issue and the work required to make the repairs is labor intensive. We found a supplier for the parts and materials and ordered enough to begin work. We were also able to identify a contractor that can provide the necessary labor to meet the target date of July 31, 2022.

We received two quotes for the work from A Total Door, Inc. and Custom Sheet Metal – Kansas (CSM). While both appear to be capable of completing the work, CSM has indicated they can meet the schedule.

I recommend the Board authorize staff to contract with CSM at a fixed cost of Thirteen Thousand Dollars (\$13,000.00) for the labor to repair T-Hangar doors #1-24.

Please contact me if you have any questions.



# Quote

Quote No 2186  
Quote Date 6/9/2022

Salesperson  
JOHN ROBERTS

### Customer

MTAA  
740 SE AIRPORT DR  
TOPEKA  
KS 66619

Ph: (000) 000-0000  
Cell:  
Fax:  
Email: MANSTAETT@MTAA-TOPEKA.ORG

### Work to be Performed at

### Work Requested

PROVIDE LABOR ONLY TO REPLACE HARDWARE ON HANGER DOORS (1) BUILDING, (8) HANGERS WITH CUSTOMER SUPPLIED MATERIAL.

Qty	Item # / Description	Rate/Unit	Amount
1.00	TOTAL COST	13,000.00	13,000.00

Quotation prepared by: JOHN ROBERTS  
Quotation pricing good for 7 days from quote date.  
To accept this quotation, please sign here:

Subtotal:	13,000.00
Taxable Amount:	0.00
Sales Tax:	0.00
<b>Quote Total:</b>	<b>13,000.00</b>

Thank you for the opportunity to provide this quote. Please call with any questions. 785-357-6200

# CREATE. SUPPLY. MAINTAIN.



785-357-6200 • 1000 W. BROADWAY, TOPEKA, KS 66606 • 6200 • customsheetmetalkansas.com

# A TOTAL DOOR, INC.

# PROPOSAL

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

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

**JOB:** Billard Airport  
3600 NE Sardou Ave  
Topeka, KS 66616

<b>Salesman:</b> Brian 785-393-4668 cell	<b>Terms</b>	<b>DATE:</b> 5/31/2022
---	--------------	------------------------

**WE PROPOSE TO FURNISH & INSTALL:**  
 Labor only to install rollers/track issues on 14x10 doors  
 repair/service. Parts provided by customer. Parts we provide additional.  
 Service call \$125 each trip  
 One tech rate \$120 per hour  
 Two tech rate \$160 per hour

\$245 minimum one tech call.  
 \$285 minimum two tech call.

Price guaranteed thru 2022  
 15 minute increment billing  
 on hourly rate.

tax exempt client  
 no tax is included

*ELECTRICAL, DRYWALL, CONCRETE, GLASS, GLAZING OR FINISH WORK BY OTHERS UNLESS NOTED OTHERWISE.	<b>TOTAL</b>	
	<b>DEPOSIT</b>	
	<b>BALANCE</b>	

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

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

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

**WE ACCEPT THE ABOVE PROPOSAL:**                      **Date:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
 TYPE OR PRINT NAME

# Activity Report



## Topeka Regional Airport

FOE FAA TOWER OPERATIONS	May-22	May-21	May-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through May	Calendar Yr Totals	Y-T-D Through May	Calendar Yr Totals
Air Carrier	10	2	0	80	47	190	51	87
Air Taxi	55	23	30	245	118	454	147	359
Itinerant General	580	738	409	2,584	2,847	7,806	2,007	6,349
Itinerant Military	352	532	460	1,735	1,909	4,917	2,069	5,778
Local Civil	126	208	44	753	891	2,629	403	1,602
Local Military	528	1,314	588	3,455	5,392	12,018	3,314	8,543
GRAND TOTAL	1,651	2,817	1,531	8,852	11,204	28,014	7,991	22,718

PASSENGER ACTIVITY	May-22	May-21	May-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through May	Calendar Yr Totals	Y-T-D Through May	Calendar Yr Totals
<b>COMMERCIAL SERVICE</b>								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
<b>CHARTERS</b>								
Passengers Enplaned	-	-	-	1,457	419	1,649	2,075	2,524
Passengers Deplaned	-	-	-	1,220	514	1,955	2,029	2,456
Aircraft Landed	-	-	-	49	28	47	53	60
<b>MILITARY CHARTERS</b>								
Passengers Enplaned	-	-	-	493	2,486	7,493	-	519
Passengers Deplaned	560	143	-	868	749	3,180	-	83
Aircraft Landed	3	42	-	10	58	112	2	18
Combined Total Passengers Enplaned	-	-	-	1,950	2,905	9,142	2,075	3,043
Combined Total Passengers Deplaned	560	143	-	2,088	1,263	5,135	2,029	2,539



## Billard Airport

TOP FAA TOWER OPERATIONS	May-22	May-21	May-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through May	Calendar Yr Totals	Y-T-D Through May	Calendar Yr Totals
Air Carrier	0	0	0	0	0	3	0	0
Air Taxi	100	34	29	544	216	1,018	325	779
Itinerant General	820	944	773	3,829	4,565	11,724	3,788	11,562
Itinerant Military	82	28	15	305	166	462	183	484
Local Civil	512	418	452	2,008	2,098	6,028	2,270	6,764
Local Military	0	32	8	8	84	120	64	154
GRAND TOTAL	1,514	1,456	1,277	6,694	7,129	19,355	6,630	19,743

**DELINQUENT ACCOUNTS  
AS OF MAY 31, 2022**

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 T R	A G R	L G L
<b>TOPEKA REGIONAL BUSINESS CENTER:</b>											
<b>- CURRENT TENANTS -</b>											
ADVANCE STREET ROD DESIGN	RENT/FC	\$10,223.05	\$2,457.66	\$2,385.95	\$2,350.69	\$2,298.95	\$729.80	X	X		
BRACKETT INC.	RENT/FC	\$17,538.27	\$4,454.12	\$4,384.31	\$4,319.52	\$4,317.54	\$62.78	X	X		
F&L ENTERPRISES INC	RENT/FC	\$2,483.18	\$2,449.07	\$34.11	\$0.00	\$0.00	\$0.00	X	X		
HEARTLAND TREE SERVICE	RENT/FC	\$310.59	\$310.59	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MARK LEWIS DBA MLEWIS	RENT/FC	\$445.72	\$445.72	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
PROMETAL FABRICATION LLC	RENT/FC	\$1,158.14	\$1,158.14	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT CORP	RENT/FC	\$33,176.00	\$4,456.90	\$483.01	\$417.28	\$411.12	\$27,407.69	X	X		X
<b>SUBTOTAL</b>		<b>\$65,334.95</b>	<b>\$15,732.20</b>	<b>\$7,287.38</b>	<b>\$7,087.49</b>	<b>\$7,027.61</b>	<b>\$28,200.27</b>				
<b>- VACATED TENANTS -</b>											
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>TOPEKA REGIONAL AIRPORT:</b>											
<b>- TENANTS -</b>											
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>- AIRPORT USER LANDING FEES -</b>											
ATLAS AIR INC	LANDING FEES	\$1,425.00	\$950.00	\$0.00	\$0.00	\$0.00	\$475.00	X	X		
DELTA AIR LINES	LANDING FEES	\$657.95	\$657.95	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
EASTERN AIRLINES LLC	LANDING FEES	\$2,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,670.00	X	X		X
ELITE AIRWAYS	LANDING FEES	\$224.00	\$224.00	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MIAMI AIR INTERNATIONAL INC	LANDING FEES	\$2,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.00	X	X		
RVR AVIATION	LANDING FEES	\$333.54	\$0.00	\$0.00	\$247.36	\$0.00	\$86.18	X	X		
STM CHARTERS	LANDING FEES	\$584.20	\$0.00	\$0.00	\$0.00	\$584.20	\$0.00	X	X		
UNITED AIRLINES	LANDING FEES	\$161.84	\$0.00	\$0.00	\$0.00	\$0.00	\$161.84	X	X		
<b>SUBTOTAL</b>		<b>\$8,484.53</b>	<b>\$1,831.95</b>	<b>\$0.00</b>	<b>\$247.36</b>	<b>\$584.20</b>	<b>\$5,821.02</b>				
<b>PHILIP BILLARD:</b>											
BILLARD AIRPORT RESTAURANT	RENT/FC	\$2,414.72	\$1,216.35	\$1,198.37	\$0.00	\$0.00	\$0.00	X	X		
<b>SUBTOTAL</b>		<b>\$2,414.72</b>	<b>\$1,216.35</b>	<b>\$1,198.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>WATER &amp; SEWER:</b>											
MLEWIS BLDG 248	WATER	\$119.14	\$119.14	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT - BLDG 281	WATER/FC	\$119.14	\$119.14	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MLEWIS BLDG 629	WATER/FC	\$119.14	\$119.14	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
<b>SUBTOTAL</b>		<b>\$357.42</b>	<b>\$357.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>GRAND TOTALS</b>		<b>\$76,591.62</b>	<b>\$19,137.92</b>	<b>\$8,485.75</b>	<b>\$7,334.85</b>	<b>\$7,611.81</b>	<b>\$34,021.29</b>				

**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 2022

February 2022 CPI is 7.9%

2% Increase was applied in lieu of CPI

TENANT	ADDRESS (FACILITY #)	ANNUAL RENT	
		FROM	TO
<b>NEW:</b>			
NONE		\$0.00	\$0.00
<b>RENEWALS DUE:</b>			
Haselwood Farms Inc	Farm C (29 Acres)	\$1,158.95	\$1,182.13
<b>OPTIONS:</b>			
Rippe Enterprises	Parking Lot #15	\$6,796.52	\$6,932.45
Topeka Police Department	Firing Range (#669)	\$1,237.06	\$1,334.79
<b>INCREASES:</b>			
Freeman Holdings, LLC	Fuel Farm (#697)	\$4,582.11	\$4,673.75
GIP LLC	Parking Lot #21	\$13,508.92	\$13,779.10
Kirk, Paul dba Advance Street Rod	625 SE Axton St. (#140)	\$21,216.00	\$21,640.32
T.R. Management Inc	6145 SE Cardenas St. (#154)	\$12,298.60	\$12,544.57
T.R. Management Inc	6930 SE Johnston St. (#344)	\$28,962.20	\$29,541.44
Topeka Construction LLC	7131 SE Forbes Ave. (#448)	\$4,052.23	\$4,372.36
<b>DECREASES:</b>			
Haselwood Farms Inc	Farm A (50 Acres)	\$1,258.14	\$0.00
Haselwood Farms Inc	Farm B (From 200 Acres to 95 Acres)	\$8,881.07	\$4,302.88
<b>MISCELLANEOUS:</b>			
NONE		\$0.00	\$0.00

**\*\*MONTHLY INCOME CHANGES\*\***

New Annl. Rate	\$100,303.79
Old Annl. Rate	\$103,951.80
Annual Diff.	-\$3,648.01
/12	-\$304.00
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	-\$304.00

Metropolitan Topeka Airport Authority  
 Monthly Gross Rental Income Report  
 May 2022

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,326.15
3	Combat Air Museum	2,3	602/604	\$295.59
4	Freeman Holdings LLC	4	600	\$1,707.64
	" "	5	601	\$4,245.59
	" "	7	609	\$2,531.08
	" "	8	610 - Suite 10,11	\$5,478.30
	" "	9	Land Lease (#613)	\$881.56
	" "	10	619	\$2,342.75
	" "	11	627	\$508.83
	" "	12	697	\$389.48
5	Gary Properties LLC	13	626	\$1,815.68
6	Haselwood Farm Inc.	14	Farm	\$164.73 ***
	Haselwood Farm Inc.	15	Farm B	\$368.57 ***
	Haselwood Farm Inc.	16	Farm C	\$98.51 ***
7	Pettit, Brooks	17	603 - 240sf	\$50.00
8	Shawnee County	18	667 (Firing Range)	\$541.85 ***
9	Topeka Police Dept.	19	669 (Firing Range)	\$111.23 ***
				\$28,323.37



	TENANT		FACILITY	MONTHLY RENT
1	ACA Event Rental LLC	1	260	\$2,395.47
2	AT&T Services, Inc.	2	280	\$472.19
3	Advanced Coatings Inc.	3	137	\$876.04 ***
4	A-1 Restaurant and Bar Supply	4	252	\$2,932.63
	A-1 Restaurant and Bar Supply	5	139 (storage)	\$500.00
	A-1 Restaurant and Bar Supply	6	624	\$4,500.00
5	Blue Jazz Java LLP	7	243	\$2,261.43
6	BME Home LLC	8	384	\$4,377.50
7	Brackett, Inc.	9	451	\$4,073.51
8	Concrete Supply of Topeka, Inc.	10,11,12	147-148-149	\$1,714.05
9	F&L Enterprises Inc. dba WOW Truck and RV Wash	13	100	\$1,198.65
10	Federal Aviation Administration	14	620	\$824.94
11	Freeman Holdings LLC	15	178	\$63.71
12	Gainwell Technologies LLC	16,17,18,19	Parking Lots #1, #2, #3, #4	\$903.67
13	GIP LLC	20	Parking Lot #21	\$1,148.26
14	Groendyke Transport Inc	21	Parking Lot #17 (6N Lot A)	\$643.30
15	Ground 1, LLC	22	Land Lease (#453)	\$6,377.45
16	H2I, LLC	23	Land Lease (#255)	\$680.30
17	Heartland Coca-Cola Bottling Co.	24	Land Lease (#400)	\$2,517.08
18	Henderson, Brad d/b/a Heartland Tree Service	25	Parking Lot #10W (260W)	\$306.00
19	Hinnah, Dan	26	657	\$1,453.33
20	Home Depot USA, Inc.	27,28,29,30,31	Parking Lots #7,#18,#20,#23 & #24	\$5,218.51
21	Houser Enterprises, Inc	32	167	\$5,500.00
22	JSLewis, Inc.	33	415	\$386.92
23	KADA Enterprises LLC	34	Parking Lot #10E (260E)	\$322.22 ***
24	Kansas Sand & Concrete, Inc	35	Parking Lot #16 (Axton Lot A)	\$1,248.25
25	Kirk, Paul L. Sr. dba Advance Street Rod Design	36	140	\$1,803.36
26	Klaton Real Estate, LLC	37	Land & Bldg. Lease (#622)	\$1,566.14
27	Koelling, Michelle & Duke d/b/a MDK	38	801	\$1,250.84
28	LMC, Inc.	39	321	\$590.53
	" " "	40	Land Lease (#383)	\$233.34
	" " "	41	Land Lease (#621)	\$262.20
29	Lewis, Mark A. d/b/a M. Lewis Properties	42	248	\$203.28
	" " "	43	629	\$467.71
30	Lynch, Tony C. dba T&J Repair	44	114	\$1,690.97
31	McPherson Contractors Inc.	45	452	\$1,185.87
32	Mr. O Auto Sales, LLC	46	183	\$347.40
33	Murray, Christopher d/b/a Mid-America Painting	47,48	123/129	\$554.75
34	NFI Interactive Logistics LLC	49	Parking Lot #12 (University/Bleckley)	\$381.41
35	Nzekwe, Chigbo	50	181	\$54.28
36	Phoenix Recovery of Kansas LLC	51	225	\$1,327.07
37	ProMetal Fabrication, LLS	52	379	\$1,040.76
38	R & R Pallet of Garden City, Inc	53,54,56,57,58	170 ABC & Pkg Lots #13 & #16	\$17,339.92
39	Rippe Enterprises	59	Parking Lot #15 (Axton Lot C)	\$577.70
40	Rural Development Corp.	60	281	\$1,901.20
	" " "	61,62	638/818	\$1,947.97
41	SEKESC - Greenbush	63	605	\$10,730.03
42	Sports Car Club of America	64	300	\$6,999.26
43	Sunflower Auto Auction, LLC	65	131	\$3,550.10
44	Topeka Construction, LLC	66,67	Land & Bldg. Lease (#449 & #450)	\$1,095.69
	" " "	68	Land & Bldg. Lease (#448)	\$364.36
45	T.R. Management Inc.	69	154	\$1,045.38
	" " "	70	344	\$2,461.79
46	UAR Direct, LLC	71	197	\$955.60
47	Vaerus Aviation Inc.	72	151	\$1,362.34
				\$116,186.66

TENANT			FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$107.69
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,080.66
3	H&H Aircraft Service LLC	3	4 - Suite 5	\$1,289.93
	" " "	4	4 - Suites 6,7,8	\$625.00
	" " "	5	7	\$1,303.75
	" " "	6	10	\$928.51
	" " "	7	12	\$58.95
	" " "	8	T-Hangars, Fuel Farm	\$3,853.08 *****
	" " "	9	26	\$3,590.06
5	Heartland Airplanes, LLC	10	9	\$258.29 *
6	NOAA	11	Weather Station	\$3,536.73
7	New-Jetz, LLC	12	Land (#27)	\$599.90
8	Riverside Farms LLC	13	Farm	\$2,274.78 ***
9	RJ Meier Farms LLC	14	Farm	\$2,128.15 ***
10	Teamsters Local Union #696	15,16,17	1,2,3	\$2,084.61
11	Technical Applications & Consulting	18	17	\$1,736.99
				\$25,457.08
<hr/> <hr/>				
GRAND TOTALS				
67	TENANTS	109	FACILITIES	\$169,967.11
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\*Paid Quarterly

\*\* Paid Semi-Annually

\*\*\*Paid Annually

\*\*\*\*\*Minimum Guarantee

</> Lease Expired - Negotiations Incomplete - Holdover Tenancy Payment

Metropolitan Topeka Airport Authority  
 Monthly Lease Income Net Change Report  
 May 2022

	MAY 2022	APR 2022	JAN 2022	JAN 2021	JAN 2020	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
<b>TOPEKA REGIONAL AIRPORT</b>												
TENANTS	9	9	9	9	9	9	10	10	10	12	11	11
FACILITIES LEASED	19	20	20	20	21	21	22	22	20	22	26	27
<b>TOPEKA REGIONAL BUSINESS CENTER</b>												
TENANTS	47	47	48	44	48	43	44	42	39	38	39	39
FACILITIES LEASED	72	72	72	69	75	69	69	66	57	55	56	58
<b>PHILIP BILLARD AIRPORT</b>												
TENANTS	11	11	11	12	12	12	14	14	13	12	11	11
FACILITIES LEASED	18	18	18	17	17	17	19	19	18	21	19	18
<b>TOTAL</b>												
TENANTS	67	67	68	65	69	64	68	68	62	62	61	61
FACILITIES LEASED	109	110	110	106	113	107	110	106	95	98	101	103
<b>MONTHLY LEASE INCOME</b>	\$ 169,967	\$ 170,271	\$ 175,958	\$ 167,098	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$ 113,043	\$ 121,201	\$ 119,965
<b>NET CHANGE</b>	\$ (304)	\$ (5,687)	\$ 8,860	\$ (1,447)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)