



Board of Directors

MTAA Board Work Session & 2025 Budget Workshop 2:00 PM
MTAA Board Meeting 3:00 PM

Monday, July 15, 2024

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 June 18, 2024.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Consider MTAA Resolution No. 24-297 to Approve Conflict of Interest Policy.
6. Consider Write-off of Accounts Receivable No Longer Deemed Collectible.
7. Consider Resolution No. 24-298 for Authorization of Depository Signatures; and Resolution No. 24-299 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions.
8. 2025 Budget – Notice of Revenue Neutral Rate Intent to Shawnee County Clerk.

INFORMATIONAL REPORTS:

9. Monthly Reports:
 - a. Aviation-Related Issues & Air Service – Eric Johnson
 - b. Maintenance Report – Eric Johnson
 - c. TOP Fuel Service Fuel Sales Report – Eric Johnson
 - d. Economic Development & Leasing Activity – Curtis Sneden
 - e. Financial Reports – Laura Hartley
 - f. Directors' Comments
10. Executive Session.



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

Board of Directors

Metropolitan Topeka Airport Authority June 18, 2024

Work Session..... 2:00 PM

Draft #2 of the 2025 Budget was presented to the Board. Staff provided updates to the draft presented in May. The timeline was discussed as was the likelihood of exceeding the Revenue Neutral Rate (RNR) of 2.065 as provided by the Shawnee County Clerk's office. The estimated assessed valuation as of July 1, 2024 of \$2,308,603,365 was provided.

Mr. Resner presented proposed amendments to the conflict of interest and code of conduct policies for Board review. The conflict of interest was reviewed and will be voted on in the July 2024 Board Meeting. Further review will occur during the regular meeting as noted below.

Regular Monthly Meeting 3:00 PM

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:02 PM with the following other Board members present: Mike Munson, Lisa Stubbs, Joe Ledbetter and Sam Sutton. Also in attendance were:

- Sam Stallbaumer - WSP USA, Inc.
- Scott Uhl - WSP USA, Inc.
- Scott Gilchrist – Million Air (Via ZOOM) - briefly
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Capt. Chad Schmale – MTAA Police & Fire
- Maj. Chris Ortega – MTAA Police & Fire Chief
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Cheryl Trobough – MTAA Director of Administration & Finance
- Laura Hartley – MTAA Asst. Director of Administration & Finance
- Matt Narsh – MTAA (Administrative Office)
- Deana Prescott – MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Item 1. Notice.

Chairman Armstrong inquired if everyone who requested notification had been notified of this meeting. **Mr. Johnson replied that notifications were sent.**

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of May 21, 2024 and the Special Board Meeting of June 3, 2024.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of May 21, 2024 and the Special Board Meeting of June 3, 2024. He inquired if there were any additions, corrections or comments to the Minutes.

Mr. Ledbetter made the motion to approve the minutes as noted above. Mr. Sutton seconded the motion. Motion carried.

Item 3. Public Comment.

Chairman Armstrong inquired if there was anyone registered to speak during Public Comment. **Mr. Johnson replied that there was no one registered to speak.**

Item 4. Adopt the Agenda.

Chairman Armstrong inquired if there were any changes to the Agenda as presented. The Board changed item #9 from executive session to further discussion of the code of conduct policy. **Mr. Munson made a motion to adopt the Agenda as amended. Mr. Sutton seconded the motion. Motion carried.**

Action Items:

Item 5. Consider Option to Renew the Air Service Development Agreement with Volaire Aviation, Inc. and Authorize the Consultant to Develop the 2025 Small Community Air Service Development (SCASD) Grant Application Package.

Mr. Johnson led the discussion on a request to continue the relationship with Volaire Aviation. They have several options to add on services, including \$12,500 for Volaire to develop the SCASD grant application. **Ms. Stubbs made the motion to approve continuing the relationship and authorize spending to allow Volaire to develop the 2025 SCASD grant in the amount of Twelve Thousand Five Hundred Dollars (\$12,500.00). Mr. Munson seconded the motion. Motion carried.**

Item 6. Consider Approval of Quotes Received for the Repairs to the Air Handling Unit in the Topeka Regional Airport Terminal Building.

Mr. Johnson led the discussion. The amount of the request is under the Board approval limit; however, there are 4 air handling units and one is not functioning and the other three will need repair sooner rather than later. There were two quotes received with McElroy's being the low quote in the amount of \$9,385. **Ms. Stubbs made the motion to approve the purchase of the air handling unit at Topeka Regional Airport through McElroys at a cost of Nine Thousand Three Hundred Eighty-five Dollars (\$9,385.00). Mr. Ledbetter seconded the motion. Motion carried.**

Item 7. Consider MTAA Resolution No. 24-296 to Adopt Amended and Restated Bylaws.

Chairman Armstrong asked for a vote on the amended and restated bylaws. Mr. Resner noted these must be passed with a 4/5ths vote. A roll call vote was held. **Ms. Stubbs made the motion to approve the amended and restated bylaws per Resolution No. 24-296. Mr. Munson seconded the motion. Mr. Sutton voted for the motion. Mr. Ledbetter voted for the motion. Chairman Armstrong voted for the motion. Motion approved and carried with a vote of 5-0.**

Informational Only Items:

Item 8. Monthly Financial Reports

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

Mr. Johnson provided the following report:

- Last day to incur expenses for the CARES grants was yesterday, June 17, 2024.
- The Passenger Boarding Bridge is scheduled to be done in September the tentative install date is August 8, 2024.
- The contractor is working on site selection for the control tower at Billard. Design and construction is expected to take 2-3 years.
- KDOT air service incentive program for 2025 includes \$5M being offered for air service development. There are certain requirements that must be met, some of which could be challenging. We have notified KDOT that we are interested in pursuing this with an ask of approx. \$750,000.
- The contractor working on SE Evans is now done. The next project is the water line movement and mill and overlay as expected.
- Punchlist and warranty items are all that remain on the SRE building, terminal building at Billard, and fuel farm.
- The project with the Taxiway A/D construction is being delayed due to an issue with FAA reimbursable agreement.

8.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from May 13, 2024 to June 14, 2024 was presented to the Board for their information and review.

8.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson

The TOP Fuel Sales by Product Summary Report for the month of May 2024, along with the 2024 total annual sales were presented to the Board for their information and review.

8.d. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Update on fencing at Billard airport.
- Update on MRO/NIAR, including that the task force is finalizing the analysis of optimal sites.
- Update with Go Topeka and Baker Donelson on aviation in Topeka and future possibilities. They have been participating in Aerospace Industry calls continuously.
- The sale of "Whale Parcel" has been executed. The buyer has already planted soybeans. If the FAA does not approve, the MTAA keeps earnest money. The FAA has had positive comments thus far.
- Update on other leasing activity and maintenance improvements on properties.
- Ribbon cutting of the new Billard Terminal Building will be July 2, 2024 at 10am.

8.e. Financial Reports

Ms. Hartley presented the monthly financial reports through January 31, 2024 as well as the delinquent status report as of May 31, 2024. The auditors are expected to present at the September board meeting.

8.f. Directors' Comments

Mr. Sutton expressed concerns about Building 600. He asked if there was any movement on repairs and upkeep. Mr. Sneden said this was in discussion with Freeman Holdings at this time. The message has been delivered that we intend for these buildings to be looking better. Mr. Sutton inquired about the sink hole at the new Billard terminal. Mr. Johnson reported this has been fixed and the finishing touches are being done on the pavement now.

Ms. Stubbs mentioned the excitement she had heard about Sky Restaurant.

Chairman Armstrong asked about doing something at the air show with the chamber of commerce and the board.

Mr. Munson expressed concerns about everything looking well and working well during the air show. He also inquired if the tenants were notified about the air show. Mr. Johnson replied notice has been given and reminders will be sent.

Mr. Ledbetter inquired about the roadwork progress. Mr. Johnson replied that the main road work will start in a couple of weeks. He also agreed with Mr. Sutton on building 600 and the appearance. He would like to see improvements made to them.

Item 9. Review of Code of Conduct Policy.

Mr. Resner continued discussion on the code of conduct policy. Discussion ensued and changes were discussed to be made for the next board work session.

Adjournment

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made a motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:48 p.m.**

These official minutes were approved by the Board of Directors on July 15, 2024.

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Board to Consider MTAA Resolution No. 24-297** Date: July 10, 2024
To Adopt Amended and Restated Bylaws.
(Board Action Required)



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL
AIRPORT & BUSINESS CENTER

BILLARD AIRPORT

At the Board meeting in June, it was requested to place the approval of the MTAA Board of Directors' Conflict of Interest Policy on the agenda for the July meeting.

Staff has prepared a resolution signifying the adoption of the Policy by the Board for your review. The MTAA Board of Directors' Conflict of Interest Policy, as prepared by legal counsel, is attached as a part of the resolution.

Please advise if there are any questions.

METROPOLITAN TOPEKA AIRPORT AUTHORITY

Resolution No. 24-297

The Board of Directors of the Metropolitan Topeka Airport Authority does hereby adopt the Conflict of Interest Policy as outlined in the document titled "MTAA Board of Directors' Conflict of Interest Policy", a copy of which is attached.

IN WITNESS WHEREOF, we have hereunto set our hands and the seal of the Metropolitan Topeka Airport Authority this 15th day of July, 2024.

Metropolitan Topeka Airport Authority

By _____
Brian Armstrong
Chairman of the Board

Attest:

Lisa D. Stubbs
Secretary of the Board

MTAA BOARD OF DIRECTORS' CONFLICT OF INTEREST POLICY

Adopted on July 15, 2024
pursuant to MTAA Resolution No. 24-297

ARTICLE I PURPOSE

This Conflict of Interest Policy is adopted to protect the interests of the Metropolitan Topeka Airport Authority (“MTAA”), the taxpayers of Shawnee County and MTAA stakeholders, by setting standards and expectations through which the Board of Directors of the MTAA identify and resolve potential and actual conflicts of interest. The role of a Board Member is a position of public trust, accountability and responsibility. In discharging their duties to the MTAA and the surrounding community, Board members are expected to act with integrity and transparency and avoid improper influence or financial gain, whether direct or indirect.

This Policy is intended to supplement but not replace any applicable federal, state and local laws governing conflict of interest applicable to municipalities and airport authorities. Reference should be made to the Governmental Ethics laws applicable to local governmental subdivisions, K.S.A. 75-4301a et seq., as they may be amended from time to time, relevant provisions of which are attached hereto.

ARTICLE II DEFINITIONS

2.1 “Compensation” means any money, thing of value or benefit of an economic nature conferred to, received or promised to any person in return for services rendered or an interest entitling such person to compensation.

2.2 “Board” means the MTAA Board of Directors.

2.3 “Financial Interest” means a Person or a Person’s immediate family has, directly or indirectly, through business, investment, ownership, employment, contract, compensation arrangement, or otherwise a legal or equitable pecuniary or proprietary interest in any Person with whom the MTAA has or is contemplating entering into a transaction with, or such an interest in the subject matter of the transaction itself, within the preceding twelve (12) months, and such interest exceeds \$1,000.

2.4 “Interested Person” means any member of the MTAA Board of Directors, officer, or member of a committee with powers delegated by the MTAA Board of Directors, who has a Financial Interest or Subcontract Interest.

2.5 “Person” means an individual natural person or a legal entity including without limitation a corporation, LLC, partnership, association or sole proprietorship.

2.6 “Transaction” means to an existing or proposed contract, lease, sale, purchase, or arrangement to provide services or something of value to the MTAA; provided, however, that for the purposes of section 3.1 of this Conflict of Interest Policy a Transaction shall not include a lease of a t-hangar or the purchase of fuel if the rates are uniformly applicable to t-hangar lessees and purchasers of fuel.

2.7 “Subcontract Interest” means a Person or a Person’s immediate family has through business, investment, ownership, employment, contract or other compensation arrangement entered into an existing or proposed subcontract or is contemplating entering into a subcontract with any Person with whom the MTAA has or is contemplating entering into a Transaction, and the subcontract relates to a part of the Transaction.

ARTICLE III CONFLICT OF INTEREST

3.1 Conflict of Interest.

a. A conflict of interest exists where an Interested Person has a Financial Interest in any Person who has entered into a Transaction with the MTAA or is contemplating entering into a Transaction with the MTAA.

b. Subject to the discretion of the Board, a conflict of interest may exist where an Interested Person has a Subcontract Interest.

3.2 Evaluation of Conflict of Interest. All members of the Board, officers and members of committees with powers delegated by the Board shall evaluate whether or not a conflict of interest exists with respect to all Transactions contemplated by the MTAA, including where a Subcontract Interest is implicated. Such evaluation shall include without limitation identifying whether a Financial Interest or Subcontract Interest exists, whether their participation will have any impact on the Financial Interest or Subcontract Interest, and whether their participation will give rise to the perception of a conflict of interest.

3.3 Recusal and No Participation. In the event an Interested Person has an actual or potential conflict of interest, such Interested Person shall not participate in any way in discussions, negotiations, debate, deliberations, the vote or any other actions giving rise to the decision relating

MTAA BOARD OF DIRECTORS’ CONFLICT OF INTEREST POLICY

to the subject matter of the conflict of interest, whether in the role of Interested Person or in the role giving rise to the Financial Interest; provided, however, that in the event of an actual or potential conflict of interest attributable to a Subcontract Interest, the Interested Person shall not be precluded from providing information of a technical and professional nature to the Board during discussions and debate which occur during an open meeting of the Board. Except as permitted in paragraph 3.3, the Interested Person with an actual or potential conflict of interest attributable to a Subcontract Interest shall otherwise recuse themselves from all participation as contemplated by this paragraph 3.3.

3.4 Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest or Subcontract Interest to the Board Chairperson and President as soon as practicable, and thereafter be given the opportunity to disclose all material facts to the Board. Furthermore, in the event that any member of the Board, officer and member of committees with powers delegated by the Board suspects that another member or officer has an undisclosed Financial Interest or Subcontract Interest, such member or officer shall have a duty to bring the suspected undisclosed Financial Interest or Subcontract Interest to the attention of the Board Chairperson and President. In the event the Board Chairperson has a conflict of interest or suspected conflict of interest, the applicable disclosure under this paragraph 3.4 shall be made to the Board Vice-Chairperson.

3.5 Determining Whether a Conflict of Interest Exists. After disclosure of the Financial Interest or Subcontract Interest and all material facts, and after any discussion with the Interested Person, in the event that the Interested Person does not voluntarily recuse themselves from participation relating to the transaction, then the Board (excluding the Interested Person) shall decide whether a conflict of interest exists and whether or not to disallow the Interested Person from participation.

3.6 Action Following Determination. The Board shall cause its decision and the basis for any decision finding that a conflict of interest does or does not exist to be documented in the minutes or records of the MTAA. In the event it is determined after-the-fact that a conflict of interest existed, was not disclosed to the Board, and in conjunction with the non-disclosure the Interested Person did not recuse themselves from participating in the transaction, the Board shall:

- a. Investigate the nature and extent of the Interested Person's participation in the Transaction;
- b. Evaluate whether or not the Interested Person improperly influenced or participated in discussions, negotiations, debate deliberations, or cast the deciding vote consummating the Transaction;
- c. To the extent the Interested Person improperly influenced or participated in discussions, negotiations, debate deliberations, or cast a vote in favor of the transaction, evaluate its legal basis to disallow the Transaction;

**MTAA BOARD OF DIRECTORS'
CONFLICT OF INTEREST POLICY**

- d. Consider whether or not to recommend removal of the Interested Person to the appointing authority which appointed the Interested Person; and
- e. Take any other action consistent with its obligations to the MTAA, MTAA stakeholders and the taxpayers.

ARTICLE IV ANNUAL DISCLOSURE STATEMENTS

Each member of the Board, officer and member of committees with powers delegated by the Board shall on an annual basis sign a statement on a form provided by the MTAA which accomplishes the following:

1. Discloses any current known Financial Interest, Subcontract Interest or relationships which could give rise to a future Financial Interest or Subcontract Interest;
2. Affirms that any future known Financial Interest or Subcontract Interest will be disclosed immediately in accordance with this Policy;
3. Acknowledges receipt of a copy of this Conflict of Interest Policy;
4. Acknowledges that such person has read and understands the Conflict of Interest Policy; and
5. Affirms such person's agreement to comply with the terms of this Conflict of Interest Policy.

ARTICLE V PERIODIC REVIEWS

To ensure the MTAA operates in a manner consistent with its statutory purposes and the best interests of the MTAA and the taxpayer, the Chairperson and President shall conduct periodic reviews of the disclosures and transactions of the MTAA.

MTAA BOARD OF DIRECTORS' CONFLICT OF INTEREST POLICY

75-4301a. Governmental ethics applicable to local governmental subdivisions; definitions. As used in K.S.A. 75-4302a, 75-4303a, 75-4304, 75-4305 and 75-4306, and amendments thereto:

(a) "Substantial interest" means any of the following: (1) If an individual or an individual's spouse, either individually or collectively, has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5% of any business, whichever is less, the individual has a substantial interest in that business.

(2) If an individual or an individual's spouse, either individually or collectively, has received during the preceding calendar year compensation which is or will be required to be included as taxable income on federal income tax returns of the individual and spouse in an aggregate amount of \$2,000 from any business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(3) If an individual or an individual's spouse, either individually or collectively, has received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more from a business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(4) If an individual or an individual's spouse holds the position of officer, director, associate, partner or proprietor of any business, other than an organization exempt from federal taxation of corporations under section 501(c)(3), (4), (6), (7), (8), (10) or (19) of chapter 26 of the United States code, the individual has a substantial interest in that business, irrespective of the amount of compensation received by the individual or individual's spouse.

(5) If an individual or an individual's spouse receives compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the individual has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the individual or the individual's spouse, either individually or collectively, received an aggregate of \$2,000 or more in the preceding calendar year.

As used in this subsection, "client or customer" means a business or combination of businesses.

(b) "Business" means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.

(c) "Local governmental employee" means any employee of any governmental subdivision or any of its agencies.

(d) "Local governmental officer" means any elected or appointed officer of any governmental subdivision or any of its agencies.

(e) "Candidate for local office" means any candidate for nomination or election to any elective office of a governmental subdivision.

(f) "Governmental subdivision" means any city, county, township, school district, drainage district or other governmental subdivision of the state having authority to receive or hold public moneys or funds.

(g) "Contracts" means agreements including but not limited to sales and conveyances of real and personal property and agreements for the performance of services.

(h) "Acts" means the exercise of power or authority or performance of any duty incident to public office or employment.

(i) "Compensation" means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another, but shall not mean nor include reimbursement of reasonable expenses if the reimbursement does not exceed the amount actually expended for the expenses and it is substantiated by an itemization of expenses.

(j) "Preceding calendar year" has its usual meaning, except that in the case of candidates and individuals newly appointed to office or employment, it means the 12 months immediately preceding a required filing date.

History: L. 1990, ch. 306, § 14; L. 1991, ch. 150, § 45; July 1.

75-4304. Same; making or participating in certain contracts prohibited; exceptions; abstaining from action. (a) No local governmental officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has a substantial interest.

(b) No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.

(c) A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.

(d) This section shall not apply to the following:

(1) Contracts let after competitive bidding has been advertised for by published notice; and

(2) contracts for property or services for which the price or rate is fixed by law.

(e) Any local governmental officer or employee who is convicted of violating this section shall forfeit the office or employment.

History: L. 1970, ch. 366, § 4; L. 1974, ch. 397, § 1; L. 1990, ch. 306, § 17; May 31.

75-4305. Same; filing of report of interest if statement of substantial interest not filed; abstaining from action. (a) Any local governmental officer or employee who has not filed a disclosure of substantial interests shall, before acting upon any matter which will affect any business in which the officer or employee has a substantial interest, file a written report of the nature of the interest with the county election officer of the county in which is located all or the largest geographical part of the officer's or employee's governmental subdivision.

(b) A local governmental officer or employee does not pass or act upon any matter if the officer or employee abstains from any action in regard to the matter.

History: L. 1970, ch. 366, § 5; L. 1974, ch. 397, § 2; L. 1990, ch. 306, § 18; May 31.

Office of: Asst. Director of Administration & Finance

To: Board of Directors

From: Laura Hartley 

Subject: **Consider Write-off of Accounts
Receivable No Longer Deemed
Collectible.
(Board Action Required)**



Date: July 8, 2024

I would like to request Board approval to write-off the following bad debts from the current accounts receivable report.

A-1 Restaurant & Bar Supply has outstanding invoices for rent from June of 2023 through March of 2024. The owners have filed bankruptcy and all past efforts to collect past due rents have been unsuccessful. Total amount owed as of 6/30/24 is \$80,912.37.

Houser Enterprises, Inc. has outstanding invoices for rent from March through September of 2023. The business lost all revenue sources and all past efforts to collect past due rents have been unsuccessful. Total amount owed as of 6/30/24 is \$38,499.70.

Elite Airways, LLC has one outstanding invoice from May of 2022 in the amount of \$224.00. They are no longer operating.

Miami Air International, Inc. has one outstanding invoice from March of 2020 in the amount of \$2,428.00. All efforts to collect past due charges have been unsuccessful.

RVR Aviation has one outstanding invoice from January of 2021 in the amount of \$86.18. All efforts to collect past due charges have been unsuccessful.

Billard Hangar 84 has outstanding invoices from February of 2023 through December of 2023. The tenant has abandoned the property in the hangar and all efforts to collect past due rents have been unsuccessful. Total amount owed at 6/30/24 is \$480.00.

I recommend the Board authorize write-offs of the above accounts receivable in the amount of One Hundred Twenty-Two Thousand Six Hundred Thirty Dollars and Twenty-Five Cents (\$122,630.25).

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

Office of: President
To: Board of Directors

From: Eric M. Johnson

Subject: **Board of Directors to Consider Resolution No. 24-298 for Authorization of Depository Signatures; and Resolution No. 24-299 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions. (Board Action Required)**



Date: July 9, 2024

With the retirement of the previous Director of Administration and Finance and the hiring of her replacement, the Board of Directors needs to review and approve Resolutions as follows:

1. Resolution No. 24-298 for Certification of Authorization of signatures on the four (4) bank accounts at Fidelity State Bank & Trust; and
2. Resolution No. 24-299 to designate signatures for Certificates of Deposit. (MTAA currently has CD investments totaling \$1,297,580.59 with Community National Bank and Equity Bank).

Please note that Resolution No. 24-299 allows for any and all other state and national banks and federally-chartered savings and loan associations, with a facility within Shawnee County, Kansas, to be designated.

The Resolutions presented will remove Ms. Trobough's name from the signature cards and will add Ms. Hartley's name as an authorized signer on behalf of the MTAA, along with the President and current Board President. Enclosed in your meeting information is a copy of each proposed resolution as it pertains to either MTAA deposit banking accounts or certificates of deposit.

Please contact me if you have questions about any of the proposed resolutions.

GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

(for Deposit Accounts)

Depositor: METROPOLITAN TOPEKA AIRPORT AUTHORITY
6510 SE FORBES AVE STE 1
TOPEKA, KS 66619-1446

Financial Institution: Fidelity State Bank and Trust Co., Topeka, KS
600 S Kansas Ave
P.O. Box 1737
Topeka, KS 66603-3804

Account No: General Account, Payroll
Account, Savings, Passenger
Facility Charges

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, **HEREBY CERTIFY** that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

ACCOUNT HOLDER. METROPOLITAN TOPEKA AIRPORT AUTHORITY is the complete and correct name of the Account Holder.

I **FURTHER CERTIFY** that at a meeting of the governing body of the Entity, duly and regularly called and held on _____, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any one (1) of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

X

Eric M. Johnson, President of METROPOLITAN
TOPEKA AIRPORT AUTHORITY

X

Brian Armstrong, Chairman of the Board of
METROPOLITAN TOPEKA AIRPORT AUTHORITY

X

Laura B Hartley, Director of Admin & Finance of
METROPOLITAN TOPEKA AIRPORT AUTHORITY

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I **FURTHER CERTIFY** that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, 2024 and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

CORPORATE

X _____
*Official

SEAL

X _____
Co-*Official

*NOTE: In case the Official is designated by the foregoing resolutions as one of the signing agents, this certificate should also be signed by a second Official of the Entity.

DEPOSIT PRO, Ver. 24.2.10.068 Copr. Finastre USA Corporation 1996, 2024. All Rights Reserved. KS - - C:\LaserPro\CFI\TISL716 TR-19905

METROPOLITAN TOPEKA AIRPORT AUTHORITY
Resolution No. 24-299

WHEREAS, it is the desire of the Board of Directors of the Metropolitan Topeka Airport Authority to treat all Shawnee County financial institutions in a fair manner, and

WHEREAS, it is in the best interest of the Metropolitan Topeka Airport Authority to receive bids on interest rates for available investments,

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Metropolitan Topeka Airport Authority meeting in regular session on the 15th day of July, 2024 that:

In accordance with the provisions of K.S.A. 9-1401, the Metropolitan Topeka Airport Authority does herewith designate the following Federal or State banks to serve as depositories of the funds of the MTAA, to-wit:

Alliance Bank;
Capital Federal Savings Bank;
Central National Bank;
Community Bank;
Community National Bank;
CoreFirst Bank & Trust;
Equity Bank;
Fidelity State Bank and Trust Company;
Heritage Bank;
Kaw Valley State Bank & Trust Company;
Silver Lake State Bank; and

Any and all other state and national banks and federally chartered savings and loan associations with a facility within Shawnee County, Kansas.

RESOLVED FURTHER that any two (2) of the following officers or designated agents of the Metropolitan Topeka Airport Authority are hereby authorized to sign and/or countersign on behalf of the Metropolitan Topeka Airport Authority, all checks, drafts, bills of exchange, or other orders for the payment of money, when drawn on or addressed to any of the designated depositories, whether same be payable to the order of, or in favor of the officers of person signing or countersigning them, or to any of said officers of person in his individual capacity, or otherwise, and whether same be deposited to the individual credit of any of the officers or person, or otherwise.

Brian Armstrong, Chairman of the Board

Eric M. Johnson, MTAA President

Laura B. Hartley, MTAA Director of Administration and Finance

RESOLVED FURTHER that endorsements on behalf of the Metropolitan Topeka Airport Authority upon any and all checks, drafts, or other instruments for the payment of money deposited by or on behalf of the Metropolitan Topeka Airport Authority in said account, for credit and/or for collection, may be made by any of the above-mentioned officers or agents or by a hand-stamped impression in the name of the Metropolitan Topeka Airport Authority, as signed below:

Brian Armstrong, Chairman of the Board

Eric M. Johnson, MTAA President

Laura B. Hartley, MTAA Director of Administration and Finance

RESOLVED FURTHER that the foregoing powers and authority are to continue until written notice of revocation has been given by the Metropolitan Topeka Airport Authority.

IN WITNESS WHEREOF, we have hereunto set our hands and the seal of the Metropolitan Topeka Airport Authority this 15th day of July, 2024.

Tax Identification No. 48-0878790

Metropolitan Topeka Airport Authority

By _____
Brian Armstrong, Chairman of the Board

Attest:

Lisa D. Stubbs, Secretary of the Board

Office of: President
To: Board of Directors

From: Eric M. Johnson

Subject: **2025 Budget – Notice of Revenue Neutral
Rate Intent to Shawnee County.
(Board Action Required)**



Date: July 10, 2024

Enclosed for the Board's review are Draft #3 of the 2025 Budget; the Notice of Revenue Neutral Rate Intent form to be submitted to Shawnee County by 5:00 PM on July 20, 2024; and Hearing Notice to Exceed Revenue Neutral Rate and Budget Hearing to be published on or before August 10, 2024.

Based upon the budget as presented, the mill levy for the 2025 budget is 2.239 and the MTAA's Ad Valorem tax levy will be \$5,168,920.

After the Budget Work Session, any changes to the itemized budget form made during the meeting will be reflected on the State's form and provided to the Board for their review and approval for publication.

The 2024 budget year also exceeded the RNR and the request was approved.

The timeline as we have verified with the Shawnee County Clerk's office:

On or Before August 10 – The RNR/2025 Budget Hearing Notice must be published. If publishing in the Topeka Metro News, the publication date will be August 5 (deadline to submit is 12:00 noon on August 1). Once it is published, the only changes allowed to be made to the budget is to decrease the Proposed Expenditures for 2025.

August 20 to September 20 – The RNR/Budget Hearings may be held.

- 1) The RNR Hearing must be held first, allowing time for any taxpayers present to speak. The hearing is to be closed and a meeting called to order in open session for the Board to take a "Roll-Call" vote on the resolution to exceed the RNR.
- 2) Open Session is closed and the Budget Hearing for the 2025 Budget is held, allowing time for any taxpayers present to speak. Budget Hearing is then closed and the Regular Board Meeting convenes at the published time.
- 3) The Board may vote to approve the 2025 Budget at the August or September meeting for submission to the County Clerk by October 1.

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF Metropolitan Topeka Airport Authority, **HEREBY NOTIFIES THE**
Shawnee **COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

☒ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is
2.239. The date of our hearing is Aug. 20-Sept. 20 at 2:30 ~~AM~~ PM and will be
held at 6510 SE Forbes Ave. in Topeka, Kansas.

☐ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to
the County Clerk on or before August 25, 20 .

WITNESS my hand and official seal on July 15, 20 24 .

(Seal)

Clerk or Officer of Governing Body
MTAA Board Chair

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

2025

The governing body of
Metropolitan Topeka Airport Authority
Shawnee County

will meet on September 17, 2024 at 2:30 PM at MTAA Admin Office - 6510 SE Forbes Ave, Topeka, KS 66619 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to levied and the revenue neutral rate.

Detailed budget information is available at Office of the MTAA President and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2025 Expenditures and Amount of 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2023		Current Year Estimate for 2024		Proposed Budget Year for 2025		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	6,401,802	1.750	8,101,768	2.157	11,272,996	5,168,921	2.239
Debt Service							
Non-Budgeted Funds							
Totals	6,401,802	1.750	8,101,768	2.157	11,272,996	5,168,921	2.239
Revenue Neutral Rate**							2.065
Less: Transfers	0		0		0		
Net Expenditures	6,401,802		8,101,768		11,272,996		
Total Tax Levied	3,533,027		4,765,400		xxxxxxxxxxxxxxxxxx		
Assessed Valuation	2,026,719,659		2,219,318,037		2,308,636,385		

Outstanding Indebtedness,

	2022	2023	2024
Jan 1,			
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

//Brian Armstrong//
Chair of the Board

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Maintenance Report
June 17, 2024 – July 5, 2024

06/17/24

- Trimmed ditches and around Terminal, Sprayed for weeds
- Cut down trees around dock on Bldg. #139 and started cleanup
- New SRE Building walk through
- Smoothed out gravel pile left by construction of SRE Building
 - Water Testing
 - Airfield Inspection and Repairs as Needed

06/18/24

- Trim mowed lights and signs on AOA
- Trimmed ditches
- Training class on heat exposure. Then annual class on Pedestrian Flightline Driving and Runway & Taxiway Inspection.
- Started moving in sand and snow equipment into the new SRE Bldg.
- Water Testing
- Airfield Inspection and Repairs as Needed

06/19/24

- Cleaned shop – rain day
- Removed barricades off of Alpha and stored in bunker area
- Started mowing AOA perimeter road
- Removed old lights at Bldg. #449-C
- Water Testing
- Airfield Inspection and Repairs as Needed

06/20/24

- Crack sealed Runway 13-31
- Removed lights in Bldg. #449 and sheetrock work in #449
- Started reading water meters
- Continued moving equipment into new SRE Bldg.
- Water Testing
- Airfield Inspection and Repairs as Needed

06/21/24

- Finished crack sealing Runway 13-31
- Sheetrock work in Bldg. #449
- Finished reading water meters
- Pulled wire at Bldg. #449
- Water Testing
- Airfield Inspection and Repairs as Needed

Maintenance Report
June 17, 2024 – July 5, 2024

06/24/24

- Mowed AOA
- Moved sand to new building
- Trouble shoot electric for dishwasher at Billard Terminal, pulled wire out and ordered breaker and plugs that are tripping
- Water Testing
- Airfield Inspection and Repairs as Needed

06/25/24

- Trim mowed Industrial Park
- Mowed AOA Runway Safety Areas and Taxiway Safety Areas
- Prepped section 4 for dirt needed to repair along Runways
- Pulled new wire in for dishwasher and installed 60 amp breaker at Billard
- Found breaker wire that was wrong fixed that and fixed cooler door locks at Billard
- Water Testing
- Airfield Inspection and Repairs as Needed

06/26/24

- Cleaned up Industrial Park after storm, poles down, signs down and a lot of tree limbs down
- Finished trim mowing Industrial Park
- Water Testing
- Airfield Inspection and Repairs as Needed

06/27/24

- Continued mowing AOA Runway Safety Areas and Taxiway Safety Areas
- Picked up and hauled away left over dirt and gravel from fuel farm which was left at our request because we could use it in other areas.
- Pulled wire in Bldg. #449-B, land wire and test
- Started spraying weeds on AOA
- Put gravel in Maintenance back lot and smoothed out
- Water Testing
- Airfield Inspection and Repairs as Needed

06/28/24

- Worked on putting meters in Bldg. #449(A,B,C) and #450
- Filled holes in Industrial Park
- Stick tested Fuel Tanks
- Trouble shoot MALSF strobe, ordered parts
- Cleaned shop
- Water Testing

Maintenance Report
June 17, 2024 – July 5, 2024

- Airfield Inspection and Repairs as Needed

07/01/24

- Cleaned out shop from old storage above back rooms
- Worked on Bldg. #449 (B&C) taking down all lights and ceiling tile to start prepping for remodel
- Water Testing
- Airfield Inspection and Repairs as Needed

07/02/24

- Worked on cleaning water leak at Forbes Terminal
- Worked on Bldg. #449 (B&C)
- Worked on smoothing out rock at Forbes Terminal parking lot
- Contacted contractors to look at some problems at the new Billard Terminal
- Water Testing
- Airfield Inspection and Repairs as Needed

07/03/24

- Trimmed Industrial Park culverts
- Cleaned up water damage at Forbes Terminal and Bldg. #624
- Worked in Bldg. #449 (B&C) – remodeling
- Met with contractor at Billard to fix cooler
- Water Testing
- Airfield Inspection and Repairs as Needed

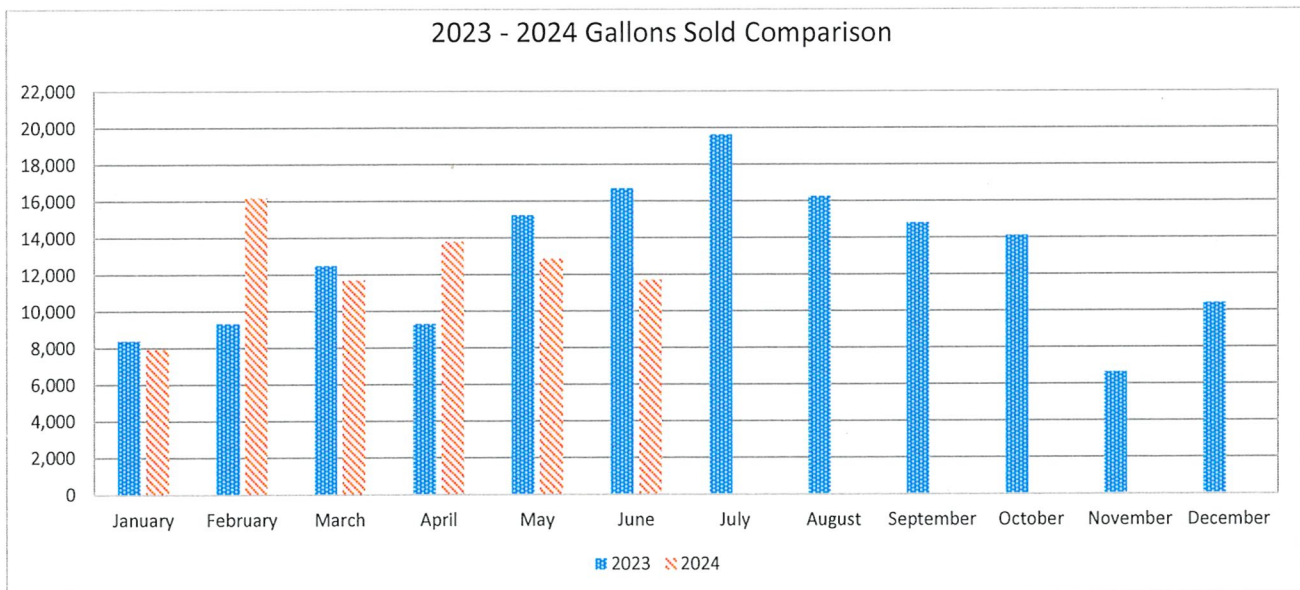
07/05/24

- Cleaned break room
- Finished trimming ditches and culverts
- Installed pavers at Billard above the chevron
- Water Testing
- Airfield Inspection and Repairs as Needed

Sales By Product Summary
 Receipt Date : 01-June-24 to 30-June-24
 Products : All

Product	Remittance Report	Quantity	Product Total	Tax	Total Sales
Avgas 100LL	Cash	509.0	\$ 2,844.08	\$ 265.93	\$ 3,110.01
Avgas 100LL	Credit Card	2,365.8	\$ 13,387.94	\$ 1,251.81	\$ 14,639.75
Tax Exempt Avgas	Cash	308.9	\$ 1,797.82	\$ -	\$ 1,797.82
Tax Exempt Avgas	Credit Card	97.1	\$ 565.03	\$ -	\$ 565.03
SUB		3,280.80	\$ 18,594.87	\$ 1,517.74	\$ 20,112.61
Jet A Fuel with FSII Additive	Cash	1,931	\$ 7,299.41	\$ 682.50	\$ 7,981.91
Jet A Fuel with FSII Additive	Contract Fuel	1,582	\$ -	\$ -	\$ -
Jet A Fuel with FSII Additive	Credit Card	2,776	\$ 11,158.30	\$ 1,043.33	\$ 12,201.63
Jet A Tax Exempt	Cash	2,112	\$ 8,138.59	\$ -	\$ 8,138.59
SUB		8,401.00	\$ 26,596.30	\$ 1,725.83	\$ 28,322.13
TOTAL		11,681.80	\$ 45,191.17	\$ 3,243.57	\$ 48,434.74

Tenant	Quantity	Sales	
T-Hangar sales	1,442.50	\$ 7,157.16	15%
TAC	1,310.00	6,380.03	13%
Post 8	92.80	567.13	1%
State Aircraft		9,936.41	21%
Newcomer	745.00	3,114.84	6%
Jetz	419.20	1,802.66	4%
Top Aviation Services	578.20	3,517.33	7%
Military	-	-	0%
	4,587.70	\$ 32,475.56	



**DELINQUENT ACCOUNTS
AS OF JUNE 30, 2024**

NAME OF BUSINESS		TOTAL PAST DUE	JUNE 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	C O L
TOPEKA REGIONAL BUSINESS CENTER:											
A-1 Restaurant & Bar Supply	RENT	\$80,912.37	\$0.00	\$0.00	\$0.00	\$5,982.56	\$74,929.81	X	X		
Advanced Street Rod Design	Rent/FC	\$6,019.65	\$2,756.68	\$2,715.97	\$547.00	\$0.00	\$0.00	X	X		
BME Home	Rent/FC	\$9,505.49	\$4,645.66	\$4,717.48	\$142.35	\$0.00	\$0.00	X	X		
Brackett Inc.	Rent/FC	\$38,387.78	\$4,983.80	\$5,008.18	\$5,032.20	\$5,056.30	\$18,307.30	X	X	X	
F&L Enterprises, Inc.	Rent/FC	\$20,027.76	\$2,702.56	\$2,561.29	\$3,000.10	\$3,048.62	\$8,715.19	X	X	X	
Houser	Rent/FC	\$38,499.70	\$0.00	\$0.00	\$0.00	\$0.00	\$38,499.70	X	X		
M. Lewis	Rent/FC	\$493.91	\$493.91	\$0.00	\$0.00	\$0.00	\$0.00		X		
R&R Pallet of Garden City	FC	\$295.25	\$295.25	\$0.00	\$0.00	\$0.00	\$0.00		X		
Ryder Truck Rental	Water/Sewer	\$410.52	\$136.86	\$136.83	\$136.83	\$0.00	\$0.00		X		
Tricon Properties	Rent/FC	\$1,486.57	\$738.08	\$737.75	\$10.74	\$0.00	\$0.00		X		
SUBTOTAL		\$196,039.00	\$16,752.80	\$15,877.50	\$8,869.22	\$14,087.48	\$140,452.00				
TOPEKA REGIONAL AIRPORT:											
Avelo Airlines	Charter landing fees	\$1,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,114.00		X		
Breeze Airways	Charter landing fees	\$1,228.20	\$409.40	\$0.00	\$818.80	\$0.00	\$0.00		X		
Eastern Airlines	Charter landing fees	\$12,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,040.00		X		
Elite Airways	Charter landing fees	\$224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$224.00		X		
Freeman Holdings, LLC	Rent/FC	\$286,633.93	\$4,238.93	\$0.00	\$282,395.00	\$0.00	\$0.00		X		
Miami Air International	Charter landing fees	\$2,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.00		X		
RVR Aviation	Charter landing fees	\$86.18	\$0.00	\$0.00	\$0.00	\$0.00	\$86.18		X		
STM Charters	Charter landing fees	\$74.50	\$0.00	\$0.00	\$0.00	\$0.00	\$74.50		X		
Top Flight Charters	Charter landing fees	\$7,208.49	\$0.00	\$0.00	\$551.58	\$1,818.03	\$4,838.88		X		
United Airlines	Charter landing fees	\$335.95	\$0.00	\$0.00	\$0.00	\$0.00	\$335.95		X		
SUBTOTAL		\$311,373.25	\$4,648.33	\$0.00	\$283,765.38	\$1,818.03	\$21,141.51				
PHILIP BILLARD:											
Air Explorer Squad #8	Rent/FC	\$1,180.20	\$995.39	\$184.81	\$0.00	\$0.00	\$0.00		X		
Warren Miller	Rent	\$575.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00		X		
Hangar 18	Rent/FC	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00	X	X		
Hangar 84	Rent/FC	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00		X		
SUBTOTAL		\$2,655.20	\$1,110.39	\$299.81	\$115.00	\$115.00	\$1,015.00				
WATER & SEWER:											
M. Lewis - 248	Water/FC	\$138.88	\$138.88	\$0.00	\$0.00	\$0.00	\$0.00		X		
M. Lewis - 629	Water/FC	\$138.88	\$138.88	\$0.00	\$0.00	\$0.00	\$0.00		X		
Tech Electronics	Water/FC	\$517.46	\$144.51	\$7.53	\$346.84	\$7.22	\$11.36		X		
SUBTOTAL		\$795.22	\$422.27	\$7.53	\$346.84	\$7.22	\$11.36				
GRAND TOTALS		\$510,862.67	\$22,933.79	\$16,184.84	\$293,096.44	\$16,027.73	\$162,619.87				

ACTION LEGEND:
TEL - CONTACTED BY TELEPHONE
LTR - SENT STATEMENT, LETTER, EMAIL
AGR - PAYMENT AGREEMENT
COL - SUBMITTED FOR COLLECTION