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

Board of Directors

Public Hearing on 2022 Budget 2:30 PM
MTAA Board Meeting 3:00 PM

Tuesday, August 9, 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 Meetings of June 21, 2022 and July 26, 2022.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Consider Adoption of 2023 MTAA Budget Authorizing Certification to the Shawnee County Clerk.
6. Consider Bids for 2022 Pavement Repairs.
7. Consider Approval of WSP USA, Inc., Task Order No. 9 – 2022 MTAA Street Overlay Program Design Services.
8. Consider Sourcewell Quote for Purchase of Doosan Forklift.

INFORMATION ONLY ITEMS:

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

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

Board of Directors

Metropolitan Topeka Airport Authority
June 21, 2022

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

Two versions of the second draft of the 2023 Budget (Draft #2A & Draft #2B) were presented to the Board. After discussion, the consensus of the Board was to proceed with developing Draft #2A. This draft suggests a mil levy of at the Revenue Neutral Rate of 1.753, as compared to the mil levy of 1.930 approved for the 2022 Budget.

Highlighted Changes:

- Page 2: PERSONNEL COSTS – As instructed by the Chairman, staff increased salaries to the level to be discussed for action when the Board convenes into Regular Session. This increase also adjusts all of the costs based upon the salary rates;
- Page 5: OUTSIDE MAINTENANCE SERVICES – Increased from $50K to $80K based on recent trends;
- Page 6: VEHICLE FUEL – Based on the unsteady fuel prices, staff increased the budget to $7.00 per gallon for a total of $156,499;
- CAPITAL IMPROVEMENTS – **Vehicles** was increased from $110,000 to $129,000 with the replacement of the P&F Patrol Vehicle at $60K with $79K for the conversion of the recently acquired HMETT to a fire apparatus. This will replace the multi-year budget accrual for a new tanker costing approximately $680K planned to begin with 2024 budget.

It was discussed that the July 1 valuation of $2,020,435,278 was received and applied to this draft. This valuation is a $185,683,083 (10.120%) increase over the November 2021 valuation. 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: Lisa Stubbs and Erica Garcia-Babb (via telephone). Brian Armstrong and Sam Sutton were unavailable. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Sam Stallbaumer of WSP USA, Inc.
- Jennifer Kuchinski of WSP USA, Inc.
- John Lueger of Heinen Brothers
- Bill Wempe – MTAA Police/Fire
- 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 May 17, 2022.

Chairman Munson asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of May 17, 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 May 17, 2022. Ms. Garcia-Babb 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.

MS. Stubbs made a motion to adopt the Agenda as presented. Ms. Garcia-Babb seconded the motion. Motion carried.

Item 5. Consider Volaire Aviation Consulting Agreement for Air Service Development.

Mr. Johnson reported the air service industry is not in any position to begin looking at new markets right now however, staff's intention is to continue the established relationship with Volaire Aviation Consulting (VAC) for air service development 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. Taking the current air service industry into consideration, the VAC agreement presented is structured with risk/reward pricing, instead of the standard, per project pricing. This agreement also eliminates the monthly retainer fee and provides that VAC will be paid based on the success of the firm in recruiting new service.

Mr. Johnson stated that there are no up-front costs associated with this agreement and requested the Board to authorize the MTAA to enter into this agreement with Volaire Aviation Consulting.

Ms. Stubbs made a motion to authorize Mr. Johnson to sign the Volaire Aviation Consulting agreement as presented. Chairman Munson seconded the motion. Motion carried.

Item 6. Consider Approval of HTK Architects, Inc. Design and Construction Phase Services for Storm Damage Repair and Renovation to the FOE Terminal Building.

Mr. Johnson reported that 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 December 2021 storm damage to the metal roof, soffit, facia, and doors along the West side of the terminal building. In addition, the existing sterile area in the terminal building it 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. The CRRSA and ARPA funds will offset the costs of the sterile area expansion.

Mr. Johnson requested the Board to consider authorizing the agreement at a cost not to exceed $39,500.00, pending review by MTAA counsel.

Ms. Stubbs made a motion authorizing Mr. Johnson to sign the agreement with HTK Architects, Inc. in acceptance for design and construction phase services for the Storm Damage Repair and Renovation to the FOE Terminal Building construction project at a cost, not to exceed Thirty-Nine Thousand Five Hundred Dollars ($39,500.00). Ms. Garcia-Babb seconded the motion. Motion carried.

Item 7. Consider Location for MRO Site.

Mr. Johnson reported that as discussed during the May board meeting, staff will continue to move forward with the design phase following the MRO site selection. WSP has revised the hangar location to be certain line-of-site issues would not be encountered, but in doing so, the cost of the additional apron required for the hangar has increased.

Mr. Johnson requested the Board approve the MRO Site based on the most recent information provided. The cost of design for the Abandoned Apron site is $1,507,000.00, and for the Ammo Road Area, the cost of design is $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.

As discussed during the May board meeting, the Ammo Road site was considered to be the best location to allow for expansion. With the design cost difference only $277,800, the consensus of the board was that the Ammo Road Area should be selected as the MRO site.

Ms. Garcia-Babb made a motion to select the Ammo Road Area as the MRO Site at the design cost of One Million Seven Hundred Eighty-Four Thousand Eight Hundred Dollars and No Cents ($1,784,800.00) pending a commitment from NIAR before contract commencement. Ms. Stubbs seconded the motion. Motion carried.

Item 8. Review Wage Study and Consider Adjustment to the MTAA Classification Plan.

Mr. Johnson reported that Shawnee County completed a wage study several years ago to determine if their employees were receiving fair market compensation. MTAA staff attempted to do the same but no action was taken on the results of the study. Historically, MTAA employees have 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, with retention also a problem.

Staff searched for similar positions in the surrounding areas and the compensation paid for those positions. The challenge is that MTAA positions are not exactly the same as other municipalities. For example, an entry level MTAA Police/Fire Officer I is expected to complete law enforcement certification; training for structural firefighting and aircraft rescue firefighting; and be knowledgeable on airport operations and inspections for an hourly wage of $16.97.

The Maintenance Department is in a similar situation. An entry level Maintenance I starts at $15.85 an hour. These employees are expected to operate small equipment, mowers and tractors. It is anticipated, that with training operation of backhoes, loaders, forklifts, large plow trucks and specialty airfield equipment will be included.

Considering the state of the economy and the MTAA's below-market wages, Mr. Johnson proposed a 7.5% adjustment to the MTAA's classification plan to take effect with the first pay period in July 2022 and that effort be repeated beginning with the first pay period in 2023. The CRRSA and ARPA grants totaling $2,142,988 for Topeka Regional Airport and Philip Billard Airport identify personnel costs as an eligible expense.

Due in part to the vacancies experienced throughout 2022, information provided by Mr. Johnson showed that a 7.5% or a 15% adjustment for all wages, with the exception of President and Director of Administration & Finance, would fit within the payroll budget for 2022. Ms. Stubbs inquired why there were exceptions to which Mr. Johnson replied that this effort was targeted at recruitment and retention. Ms. Stubbs responded that she would like to revisit the inclusion of upper management at a later date.

Ms. Stubbs made a motion to approve a 15% adjustment to wages as presented effective July 1, 2022 and move forward with the budget estimates to include the 6% wage adjustment for 2023. Ms. Garcia-Babb seconded the motion. Motion carried.

Chairman Munson and Ms. Stubbs discussed that staff had been asked to prepare drafts of the 2023 Budget to include the 2022 15% wage adjustment and 2023 wage adjustments of 3% and 6%. As discussed in the Budget Workshop, Draft #2A, which includes a 6% wage adjustment for 2023, is the draft to be used to develop the final 2023 Budget.

Item 9. Consider Contractor Labor Quotes to Repair T-Hangar Doors.

Mr. Johnson reported that the MTAA Maintenance Department staff is working to address the issues with the T-Hangars at Philip Billard Airport. The Maintenance Department is currently experiencing a staffing shortage and the work required to make the repairs is labor intensive. A supplier for the parts and materials has been located and supplies to begin the work have been ordered. Staff has also identified contractors able to provide the necessary labor to meet the target date of July 31, 2022.

Quotes for the work were received from A Total Door, Inc. and Custom Sheet Metal – Kansas (CSM). The lowest quote received is $13,000.00 and staff is still in the process of pursuing other quotes.

Mr. Johnson recommended the Board authorize staff to enter into a contract for the labor to repair T-Hangar doors #1-24 at a cost not to exceed $13,000.00.

Chairman Munson made a motion to all staff to contract for the labor to repair the Philip Billard T-Hangar doors #1-24 at a cost not to exceed Thirteen Thousand Dollars ($13,000.00). Ms. Stubbs seconded the motion. Motion carried.

Information Only Items:

Item 10. Monthly Reports

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

Mr. Johnson provided the following report:

- The 185th ARW will be repositioning aircraft to FOE due to construction at their home airport. Million Air is working with them and it is expected that there may be up to 8 additional KC-135 aircraft on the ramp.
- KAA Annual Conference was attended by Mr. Johnson June 14-16. It was the first time in a couple years the FAA attended in-person. The biggest piece of information shared was the fact that the FAA does not anticipate an across-the-board extension of the CARES Act grant deadline. Everyone is aware of supply-chain delays, but the grant termination is still assumed to be June 2024. Each and every project that may exceed the deadline will need to have an extension request made.
- There was an on-site visit with Ed Hyatt and Andrea McKinnie, of the FAA Central Region on June 9th. There was an opportunity to tour both TOP and FOE and discuss the projects currently being designed.

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

Mr. Johnson provided the following report:

- WSP completed the design and advertised for repairs to the storm water drains at Buildings 621-623 and Hangar 612. Bid opening is scheduled for July 14th. Results will be brought to the Board for consideration in July.
- Ms. Stubbs stated that due to a conflict with another meeting, she would not be available for the Board meeting on July 19th. Mr. Johnson shared that staff would like to ask the Board to consider rescheduling the July Board meeting because Ms. Trobough is not going to be available and the July meeting will include the 2023 Budget approval for publication and 2021 Audit Report. Members in

attendance checked calendars and agreed to change the July Board meeting to the 26th. Mr. Johnson will confirm this date with both Mr. Armstrong and Mr. Sutton.

- Water system issues continue. The Maintenance Department is chasing leaks in our water distribution system that should not exist. They discovered that the last couple of water main breaks involved the old system, which was replaced in 1988, is somehow still connected to the new system somewhere in the business center. Until that connection is located, there is still the risk of another break.
- **MAY LEASE ACTIVITY** (CPI is 7.0%) – **ALL INCREASES ARE 2%**
  - **NEW LEASES/RENEWALS**
    - None
  - **OPTIONS EXERCISED**
    - Rippe Enterprises (Parking Lot #15)
    - Topeka Police Department (Bldg. #669-TPD Firing Range)
  - **INCREASES**
    - Six (6) leases received an annual increase.
  - **DECREASES/LEASES DISCONTINUED**
    - Haselwood Farms Inc. (Farm A – 50 Acres – Discontinued)
    - Haselwood Farms Inc. (Farm B – Decreased from 200 Acres to 95 Acres)
  - Monthly rental income is $169,967 or approximately $2,039,604 per year.
- **DELINQUENT ACCOUNTS (as of 05/31/2022)**
  - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and a portion of the January invoice and February, March, April & May invoices;
  - Brackett Inc. – Account remains delinquent for finance charges and a portion of the January invoice and February, March, April & May invoices;
  - 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 05/31/2022 reflects revenue to be $222,468 more than budgeted which is a net result from:
  a. Taxes and Assessments receipts remains at $82,527 more than budgeted;
  b. Landing Fees are $9,940 under budget;
  c. Fuel Flowage Fees are $16,518 under budget;
  d. Passenger Facility Charges are $478 under budget;
  e. Lease & Rental Fees actual income reflects to be $83,515 more than the budgeted amount;
  f. Reimbursements total to be $9,340 ahead of budget;
  g. CD Interest income is $281 less than the anticipated budget.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of $351,178.
- There were no Capital Improvement purchases made during the month of May.

Ms. Stubbs moved to accept and file the Monthly Financial Reports as presented for the month ended May 31, 2022. Chairman Munson 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. Ms. Garcia-Babb seconded the motion and the meeting was adjourned at 4:00 p.m.**

These official minutes were approved by the Board of Directors on August 9, 2022.

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Brian Armstrong, Secretary

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

Board of Directors

Metropolitan Topeka Airport Authority
July 26, 2022

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

Chairman Munson began the Budget Work Session by acknowledging Mayor Padilla's attendance via Zoom. Based on Board direction, staff prepared two versions of the third draft of the 2023 Budget (Draft #3 & Draft #3A) for presentation to the Board.

Ms. Stubbs made a motion that the Board recesses for an executive session in order to discuss employee compensation which will involve discussion of personnel matters related to nonelected personnel for a period of ten (10) minutes. The open meeting shall reconvene at 2:42 p.m. Mr. Armstrong seconded the motion. Motion carried.

Chairman Munson reconvened the Budget Work Session from executive session at 2:42 p.m. stating that based on the consensus of the Board, the Budget Draft #3A will be utilized to set the MTAA's 2023 Budget.

Highlighted Changes:

- Page 2: PERSONNEL COSTS – As directed by the Chairman, staff increased upper management's 2022 salary by 10% when calculating the 2023 payroll. This increase also adjusts all of the costs based upon the salary rates requiring an approximate $25K adjustment to total expense;
- Page 4: AIR SERVICE MARKETING – Decreased from $150K to $125K based on recent needs;
- Page 7 & 8: – The total tax levy will be $3,533,027 resulting in a mill levy at the Revenue Neutral Rate of 1.753.

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: Lisa Stubbs and Brian Armstrong. Erica-Garcia Babb was ill but available by telephone if needed; Sam Sutton was unavailable. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Sam Stallbaumer of WSP USA, Inc.
- Cassandra Taylor of HTK Architects
- Stacey Hammond of BT & Co.
- Laura Hartley of BT & Co.
- Bill Wempe – MTAA Police/Fire
- Matt Anstaett – 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.

Mayor Padilla was in 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 June 21, 2022.

Chairman Munson stated that the Minutes of the Regularly Scheduled Board Meeting of June 21, 2022 are tabled for approval until the August meeting.

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 added Agenda Item 4.a. to the Agenda for an update on the Billard Airport Terminal Building by HTK Architects.

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

Item 4.a. Billard Airport Terminal Building Update.

Cassandra Taylor from HTK provided a template of the Billard Airport Terminal: Material Finishes. She noted that it is very difficult to get the desired colors on a printed document so she provided samples of the actual product for the Board's review.

Item 5. Final Review of 2023 Budget and Authorization to Publish the Notice of Public Hearing.

Ms. Trobough provided Draft #3A of the 2023 Budget and the Notice of Budget Hearing from the budget preparation forms supplied by the State of Kansas to the Board for review.

The 2023 mill levy limit is determined by calculations performed by the County Clerk's office. The MTAA has been informed that 1.753 has been determined to be the MTAA's "Revenue Neutral Rate" (RNR) as set forth in the legislation of Senate Bill 13.

Based upon the budget as presented, the mill levy for the 2023 budget is 1.753 and the MTAA's Ad Valorem tax levy will be $3,533,027.

It has been confirmed with the County Clerk's office that should the November 1 Final Assessed Valuation happen to decrease, the MTAA would be "locked in" at the 1.753 mill levy.

Plans are to publish the notice immediately on the MTAA website and in the Topeka Capital-Journal on or before July 29 to satisfy the requirement of publication ten (10) days prior to the Public Hearing on August 9, 2022.

Mr. Munson made a motion to approve the 2023 MTAA Budget for presentation at the August 9, 2022 public hearing and to publish the presented notice of hearing on the MTAA website and in the Topeka Capital-Journal on or before July 29, 2022. Mr. Armstrong seconded the motion. Motion carried.

Item 6. Presentation of the 2021 Audit Report by Berberich Trahan & Co., P.A..

Chairman Muson welcomed Berberich Trahan Co., P.A. (BT&Co.) representatives, Stacey Hammond and Laura Hartley, who presented the 2021 Audit Report by providing the following report:

Ms. Hammond presented the bound materials for the 2021 MTAA audit titled: *Report to the Board of Directors July 20, 2022* and *Financial Statements Years Ended December 31, 2021 and 2020.*

Ms. Hammond's report on the Financial Statements:

- Pages 1-3 of the report contain the Independent Auditors' Report. As stated on Page 1, it is their opinion that the financial statements present fairly, in all material respects, the financial position of the business-type activities of the Authority as of December 31, 2021 and 2020, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. She stated that this is known as a "clean opinion" and is the best opinion given.

Ms. Hammond reported that the federal grant revenue receipts for 2021 were lower than the threshold requirement for the Single Audit. Ms. Hartley reported on the required audit on Passenger Facility Charges:

- Pages 1-3 of the report contain the Independent Auditors' Report on Compliance for the Passenger Facility Charge Program; Report on Internal Control Over Compliance; and Report on Schedule of Passenger Facility Charges Collected and Expensed. As stated on Page 1, it is their opinion that the MTAA complied, in all material respects, with the compliance requirements referred to within the report that could have a direct and material effect on its Passenger Facility Charge Program for the year ended December 31, 2021. She noted that this is also a "clean opinion" and is the best opinion given.

Ms. Stubbs made a motion to accept and file the Audit Report for the Years Ended December 31, 2021 and 2020 as presented. Mr. Armstrong seconded the motion. Motion carried.

Item 7. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 1 CARES Act Funding Program – FOE Snow Removal Equipment Building – Design Services.

Mr. Armstrong stated that due to a conflict of interest he would be abstaining from the vote on this agenda item. There was discussion on the urgency to move forward, which prompted a telephone call to Ms. Garcia-Babb to proceed with a quorum.

Mr. Johnson reported the Snow Removal Equipment (SRE) building at Topeka Regional Airport is one of several projects specifically included in the On-Call Engineering agreement on the CARES Act grant. Task Order No. 1 was previously approved for the SRE Building design in the amount of $977,400.00. This project was subsequently rejected due to other projects taking priority utilizing the CARES Act funding. With the availability of BIL funding, CARES Act funding is now available for the SRE building construction and the design project has been reconsidered.

The Board was provided a copy (electronic version sent to Ms. Garcia-Babb) of the previously approved Task Order No. 1 for the SRE Building in the amount of $977,400.00 for comparison to the revised version of Task Order No. 1 presented for approval in the amount of $754,830.00. Task Order No. 1 encompasses architecture and engineering design services and the development of construction documents for the construction of the SRE Building at Topeka Regional Airport. Construction observation services are not included in this task order and, if required, will be negotiated at a later date.

During the discussion, Mr. Johnson and WSP USA, Inc. representatives Sam Stallbaumer and Jay Freund explained that the reduction in design costs are a result of changing the structure from a stand-alone facility positioned on the ramp to a support structure to the existing Maintenance Building.

Ms. Garcia-Babb inquired about the storage of the equipment currently, and Mr. Johnson responded that there are three buildings where the equipment is stored at this time, two of which are not heated, with some attachments being outside.

Mr. Johnson requested Board approval of WSP USA, Inc., Task Order No. 1 – FOE Snow Removal Equipment Building Design Services, in the amount of $754,830.00, subject to the completion of the Independent Fee Estimate (IFE) and FAA approval.

Ms. Stubbs made a motion to approve amended Task Order No. 1 – SRE Building Design Services as submitted by WSP USA, Inc. in the amended amount of Seven Hundred Fifty-Four Thousand, Eight Hundred Thirty Dollars and Zero Cents ($754,830.00), subject to Staff's completion of the Independent Fee Estimate (IFE) and FAA approval. Said amended agreement replaces the previously approved Task Order No. 1. Ms. Garcia-Babb seconded the motion. Motion carried with Mr. Armstrong abstaining from the vote.

The Board members thanked Ms. Garcia-Babb for her participation.

Information Only Items:
Item 8. Monthly Reports
8.a. Aviation-Related Issues & Air Service – Mr. Johnson

Mr. Johnson provided the following report:

- The 185th is now using FOE apron for its home away from home. There have been as many as 8 KC135's here but that number varies. MTAA is not charging apron fees as long as they are buying fuel from the FBO. This activity is expected to continue through the remainder of the construction season.
- FOE is expecting a large number of charter operations over a 5-day period in late July to early August. There should at least 20 flights during those few days. Overall, between now and August 3rd, there are 39 charter operations on the schedule.
- A current tenant has expressed an interest in leasing Hangar 14 which has been used as the MTAA Billard maintenance shop for a number of years. Misleading information spread around Billard that the MTAA no longer needed that shop. As Maintenance moves out of the hangar, the shop will temporarily relocate to a conex box with some outdoor equipment storage. Ultimately, a new building will need to be constructed. The best estimate for cost is approximately $250,000 but will require the MTAA Maintenance Department to complete much of the interior work. If a building shell can be constructed, this will be a good winter project.

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

Mr. Johnson provided the following report:

- The project to replace hangar door rollers is nearly completed. There are still some tracks to replace but it's going to take some additional time.
- We are still moving forward with the Cares Act projects. These include:
  - SRE Building
  - Billard Terminal Building
  - FOE Fuel Farm
  - FOE Passenger Boarding Bridge
  - Billard Access Street
- The #612 and #621-#623 Drainage Project bids were opened on July 7. The one bid received on each project far exceeded the Engineers' Estimate so the MTAA plans to reject the bids and consider other options, which may include rebidding the projects.
- Chairman Munson inquired if there was any update of the NIAR project. Mr. Johnson responded the next step for the MTAA is the site preparation and before moving forward with the MRO site, there needs to be a commitment from NIAR. Mr. Johnson is keeping in the loop with GTP and the consultant.
- **JUNE LEASE ACTIVITY** (CPI is 8.5%) – **ALL INCREASES ARE 2%**
  - **NEW LEASES/RENEWALS**
    - None
  - **OPTIONS EXERCISED**
    - None
  - **INCREASES**
    - One (1) lease received an annual increase.
  - **DECREASES/LEASES DISCONTINUED**
    - Sports Car Club of America – Financed Obligation Paid-off early
- Monthly rental income is $164,128 or approximately $1,969,540 per year.

- **DELINQUENT ACCOUNTS (as of 06/30/2022)**
  - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and a portion of the February invoice and March, April, May & June invoices;
  - Brackett Inc. – Account remains delinquent for finance charges and a portion of the February invoice and March, April, May & June invoices;
  - Mark A. Lewis – Delinquent for a portion of May and the June invoices for rent & water;
  - 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. In addition, this account and the water account for Bldg. #281 are delinquent for the May & June invoices.

8.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following reports:

- The report for the month ending 06/30/2022 reflects revenue to be $85,810 more than budgeted which is a net result from:
  a. Taxes and Assessments receipts reflect to be $45,077 less than budgeted;
  b. Landing Fees are $14,131 under budget;
  c. Fuel Flowage Fees are $16,664 under budget;
  d. Passenger Facility Charges are $1,478 under budget;
  e. Lease & Rental Fees actual income reflects to be $74,355 more than the budgeted amount;
  f. Reimbursements total to be $9,686 ahead of budget;
  g. CD Interest income is $1,052 more than the anticipated budget.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of $457,654.
- Capital Improvement purchases made during the month of June are as follows:
  a. **EQUIPMENT** – Final Delivery & payment of the **$228,000.00** Board-approved purchase of the Maintenance Department's John Deere equipment (2 Tractors; 2 flexible rotary mowers; and 2 ZTR mowers)

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

Item 9. 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. **Mr. Armstrong made the motion to adjourn. Ms. Stubbs seconded the motion and the meeting was adjourned at 4:15 p.m.**

These official minutes were approved by the Board of Directors on August 9, 2022.

_____

Brian Armstrong, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Adoption of 2023 MTAA Budget Authorizing Certification to the Shawnee County Clerk.**

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

Date: August 4, 2022

It is required that the MTAA Board file a Certificate with the Clerk of Shawnee County, State of Kansas to certify that a public hearing for the MTAA FY-2023 Budget was held. As approved at the July 26, 2022 Board meeting, the Notice of Public Hearing was published July 29th in The Topeka Capital-Journal as shown on the attached copy of the notice as published. In addition, the MTAA website has included the Notice since July 27th.

A copy of the 8-page 2023 budget document to be submitted to the county by August 25th is included with this agenda item.

Following the Public Hearing, all available Board available members will be asked to sign the Certificate to:

a. Certify that the Public Hearing for Fiscal Year 2023 Budget was held;
b. Approve and adopt the Budget as the maximum expenditures for the General Fund for 2023;
c. Certify that the amount of 2022 Ad Valorem Tax is within statutory limitations for the 2023 Budget; and
d. Authorize Certification to the Shawnee County Clerk.

If there are any questions, please do not hesitate to contact me.

AFFP

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

Affidavit of Publication

STATE OF KANSAS
COUNTY OF SHAWNEE

I, said Legal Clerk, being duly sworn, says:

That I am the Legal Clerk of the Topeka Capital-Journal, a daily newspaper of general circulation, printed and published in Topeka, Shawnee County, Kansas; that the publication, a copy of which is attached hereto, was published in the said newspaper in the issues dated:

July 29, 2022

That said newspaper was regularly issued and circulated on those dates.
Said newspaper is a daily published at least 50 times a year; has been so published continuously and uninterrupted in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Topeka in said County as a ~~second class~~ matter.

Legal Clerk

Subscribed to and sworn to me this 29th day of July, 2022.

Amy Kokott

Notary Public, State of Wisconsin, County of Brown

My commission expires: 6/30/2025

AMY KOKOTT
Notary Public
State of Wisconsin

00001978 00089090

NOTICE OF BUDGET HEARING

State of Kansas
Special District
2023

Metropolitan Topeka Airport Authority
Shawnee County

will meet on August 9, 2022 at 2:30 PM at MTAA Administrative 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 and the amount of tax to levied. Detailed budget information is available at Office of the MTAA President and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget Expenditures and Amount of 2022 Ad Valorem Tax establish the maximum limits of the budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	5,873,306	2.032	7,165,342	1.930	9,302,468	3,533,027	1.753
Debt Service							
Non-Budgeted Funds	532,358						
Totals	6,405 664	2.032	7,165,342	1.930	9,302,468	3 533,027	1.753
						*Revenue Neutral Rate***	1.753
Less: Transfers	0		0		0		
Net Expenditures	6,405,664		7,165.342		9,302,468		
Total Tax Levied	3,595,278		3,540,792		xxxxxxxxxxxxxxxx		
Assessed Valuation	1,774,609,860		1,834,752,195		2,015,182,822		

Outstanding Indebtedness, Jan 1,	2020	2021	2022
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	380,797	231,994	0
Lease Pur. Prine.	0	0	0
Total	380,797	231,994	0

*Tax rates are expressed in mills.
***Revenue Neutral Rate as defined by KSA 79-2988*

Chair of the Board

TP-00089090

CERTIFICATE

2023

To the Clerk of Shawnee County, State of Kansas
We, the undersigned, officers of
Metropolitan Topeka Airport Authority

certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted
maximum expenditures for the various funds for the year 2023; and (3) the
Amount(s) of 2022 Ad Valorem Tax are within statutory limitations for the 2023 Budget.

Table of Contents:		Page No.	2023 Adopted Budget: Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Allocation MVT, RVT,16/20M Vehicle Ta		2			
Schedule of Transfers		3			
Statement of Indebt. & Lease/Purchase		4			
Fund	**K.S.A.**				
General	27-333	5	9,302,468	3,533,027	
Debt Service	10-113				
Non-Budgeted Funds		6			
Totals		xxxxxxxxx	9,302,468	3,533,027	
Budget Hearing Notice		7			County Clerk's Use Only
Combined Rate - Budget Hearing Notice					
RNR Hearing Notice					
Neighborhood Revitalization Rebate		8			Nov. 1, 2022 Total Assessed Valuation

Revenue Neutral Rate 1.753

Assisted by:

Address:

Email:

//Michael R. Munson//
Michael R. Munson, Chair

//Lisa D. Stubbs//
Lisa D. Stubbs, Vice-Chair

//Brian Armstrong//
Brian Armstrong, Secretary

//Erica Garcia-Babb//
Erica Garcia-Babb, Member

//Samuel Sutton//
Samuel Sutton, Member

Attest: _____, 2022

County Clerk

MTAA Board of Directors

CPA Summary

Metropolitan Topeka Airport Authority
Shawnee County

2023

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

2022 Budgeted Funds	Tax Levy Amount in 2022 Budget	Allocation for Year 2023				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	3,540,792	402,477	4,497	1,705	13,686	2,273
Debt Service	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	3,540,792	402,477	4,497	1,705	13,686	2,273

County Treas Motor Vehicle Estimate 402,477

County Treas Recreational Vehicle Estimate 4,497

County Treas 16/20M Vehicle Estimate 1,705

County Treas Commercial Vehicle Tax Estimate 13,686

County Treas Watercraft Tax Estimate 2,273

MVT Factor 0.11367

RVT Factor 0.00127

16/20M Factor 0.00048

Comm Veh Facto 0.00387

Watercraft Facto 0.00064

2023

Metropolitan Topeka Airport Authority
Shawnee County

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2021	Current Amount for 2022	Proposed Amount for 2023	Transfers Authorized by Statute
	Totals	0	0	0	
	Adjustments*				
	Adjusted Totals	0	0	0	

*Note: Adjustments are required only if the transfer is being made in 2022 and/or 2023 from a non-budgeted fund.

2023

Metropolitan Topeka Airport Authority
Shawnee County

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Interest Rate %	Amount Issued	Amount Outstanding Jan 1, 2022	Date Due		Amount Due 2022		Amount Due 2023	
					Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:										
Total G.O.				0			0	0	0	0
Revenue Bonds:										
Total Revenue				0			0	0	0	0
Other:										
Total Other				0			0	0	0	0
Total				**0**			**0**	**0**	**0**	**0**

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1, 2022	Payments Due 2022	Payments Due 2023
			Total	**0**	**0**	**0**	**0**

***If leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

Metropolitan Topeka Airport Authority
Shawnee County
FUND PAGE FOR FUNDS WITH A TAX LEVY

2023

State of Kansas
Special District

Adopted Budget **General**	Prior Year Actual for 2021	Current Year Estimate for 2022	Proposed Budget Year for 2023
Unencumbered Cash Balance Jan 1	3,095,886	3,797,624	3,000,000
Receipts:			
Ad Valorem Tax	3,473,322	3,540,792	xxxxxxxxxxxxxxxxx
Delinquent Tax	57,205	0	
Motor Vehicle Tax	431,290	405,910	402,477
Recreational Vehicle Tax	4,809	4,223	4,497
16/20M Vehicle Tax	1,775	1,666	1,705
Commercial Vehicle Tax	14,199	13,416	13,686
Watercraft Tax	0	2,255	2,273
LAVTR			0
In Lieu of Taxes	13,237	0	0
Fees & Licenses	181,341	179,000	179,000
Leases & Rents	2,108,522	2,000,000	2,000,000
Concessions	0	0	0
Reimbursements	189,115	195,456	170,113
Non-Operating	84,440	5,000	5,000
Interest on Idle Funds	15,789	20,000	20,000
Neighborhood Revitalization Rebate			-29,310
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**6,575,044**	**6,367,718**	**2,769,441**
Resources Available:	**9,670,930**	**10,165,342**	**5,769,441**
Expenditures:			
Personnel	2,907,554	3,160,541	3,836,596
Professional Services	412,937	483,763	466,227
Personnel Support	37,021	45,500	51,500
Communication Services	81,057	102,300	107,978
Facilities Support	879,715	1,070,734	1,078,334
Equipment Support	202,245	245,055	363,808
Revenue Offsets	2,462	3,025	1,025
Capital Improvements	1,250,315	1,944,424	3,287,000
MTAA Capital Projects	100,000	100,000	100,000
Pre-Paid Expenses	0	10,000	10,000
Cash Forward (2023 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditure			
Total Expenditures	**5,873,306**	**7,165,342**	**9,302,468**
Unencumbered Cash Balance Dec 31	3,797,624	3,000,000	xxxxxxxxxxxxxxxxx
2021/2022/2023 Budget Authority Amount	8,215,027	9,331,687	9,302,468
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	9,302,468
		Tax Required	3,533,027
	Delinquent Comp Rate:	0.0%	0
		Amount of 2022 Ad Valorem Tax	3,533,027

CPA Summary

Metropolitan Topeka Airport Authority

NON-BUDGETED FUNDS

(Only the actual budget year for 2021 is reported)

2023

Non-Budgeted Funds

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
FAA Grants			**0**		**0**		**0**		**0**	
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	0	Cash Balance Jan 1	0	Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		0
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
TOP Rwy 4-22 Remova	37,384									
TOP Twy Bravo/Charli	492,267									
FOE Rwy 13-31 Ph-2	2,707									
Total Receipts	532,358	Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	532,358
Resources Available:	532,358	Resources Available:	0	Resources Available:	0	Resources Available:	0	Resources Available:	0	532,358
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
TOP Rwy 4-22 Remova	37,384									
TOP Twy Bravo/Charli	492,267									
FOE Rwy 13-31 Ph-2	2,707									
Total Expenditures	532,358	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	532,358
Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	0 **
										0 **

** Note: These two block figures should agree.

CPA Summary

State of Kansas
Special District
2023

NOTICE OF BUDGET HEARING

Metropolitan Topeka Airport Authority
Shawnee County

will meet on August 9, 2022 at 2:30 PM at MTAA Administrative Office, 6510 SE Forbes Ave., Topeka, KS 66619
r the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levi
Detailed budget information is available at Office of the MTAA President and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget Expenditures and Amount of 2022 Ad Valorem Tax establish the maximum limits of the budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	5,873,306	2.032	7,165,342	1.930	9,302,468	3,533,027	1.753
Debt Service							
Non-Budgeted Funds	532,358						
Totals	6,405,664	2.032	7,165,342	1.930	9,302,468	3,533,027	1.753
						*Revenue Neutral Rate***	*1.753*
Less: Transfers	0		0		0		
Net Expenditures	6,405,664		7,165,342		9,302,468		
Total Tax Levied	3,595,278		3,540,792		xxxxxxxxxxxxxxxxx		
Assessed Valuation	1,774,609,860		1,834,752,195		2,015,182,822		

Outstanding Indebtedness, Jan 1,	2020	2021	2022
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	380,797	231,994	0
Lease Pur. Princ.	0	0	0
Total	380,797	231,994	0

*Tax rates are expressed in mills.
***Revenue Neutral Rate as defined by KSA 79-2988*

Chair of the Board

Page No. 7

Metropolitan Topeka Airport Authority 2023

2023 Neighborhood Revitalization Rebate

Budgeted Funds for 2023	2022 Ad Valorem before Rebate**	2022 Mil Rate before Rebate	Estimate 2023 NR Rebate
General	3,496,312	1.735	29,310
Debt Service			0
			0
			0
			0
			0
TOTAL	3,496,312	1.735	29,310

2022 July 1 Valuation: 2,015,182,822

Valuation Factor: 2,015,182.822

Neighborhood Revitalization Subj to Rebate: 16,893,637

Neighborhood Revitalization factor: 16893.637

**This information comes from the 2023 Budget Summary page. See instructions tab #12 for completing the Neighborhood Revitalization Rebate table.

Page No. 8

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Bids for 2022 Pavement Repairs. (Board Action Required)**

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

Date: August 5, 2022

The 2022 Pavement Repair process began with staff members noting areas of concern and discussing the appropriate methods for repairing the areas to be addressed. These areas are located at Philip Billard Airport, Topeka Regional Airport and the Topeka Regional Business Center. The project was advertised for bid and following the advertisement, staff met with the contractors to survey the areas, provide direction and answer any questions they had.

In addition to the necessary repairs the MTAA is responsible for, we also solicited pavement repairs at the Air Explorer Hangar and Heinen Aviation. Alternate #1 includes a 2" mill and overlay of the Hangar 15 apron for the Air Explorers. Alternate #2 involves grading and installing a 6" asphalt lift along the Southwest side of Hangar 26. This information was passed along to the responsible party for consideration.

The bid opening was held on July 29, 2022 at 10:00 a.m. with the following results:

Company	Bid Amount
Sunflower Paving, Inc. 1457 N. 1823 Road Lawrence, KS 66044	**Base Bid – $260,260.00** Alternate #1 - $21,344.00 Alternate #2 – $17,000.00 Total Bid – $299,004.00
Bettis Asphalt P.O. Box 1694 Topeka, KS 66601	**Base Bid – $510,498.81** Alternate #1 - $48,865.74 Alternate #2 – $21,376.74 Total Bid – $580,741.29

Upon review of the bids offered by both contractors, staff determined Sunflower Paving Inc., the overall low bidder, provided the best value for the project. The bid falls within the budgeted amount identified in Line item 92260 of the 2022 budget. I recommend the Board authorize staff to contract with Sunflower Paving Inc. for repair of the identified project areas at a cost of $260,260.00 plus a ten percent (10%) contingency for any additional work discovered during construction for a total cost not to exceed Two Hundred Eighty-Six Thousand Two Hundred Eighty-Six Dollars ($286,286.00).

If there are any questions, please do not hesitate to contact me.

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Approval of WSP USA, Inc., Task Order No. 9 – 2022 MTAA Street Overlay Program Design Services. (Board Action Required)**

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

Date: August 5, 2022

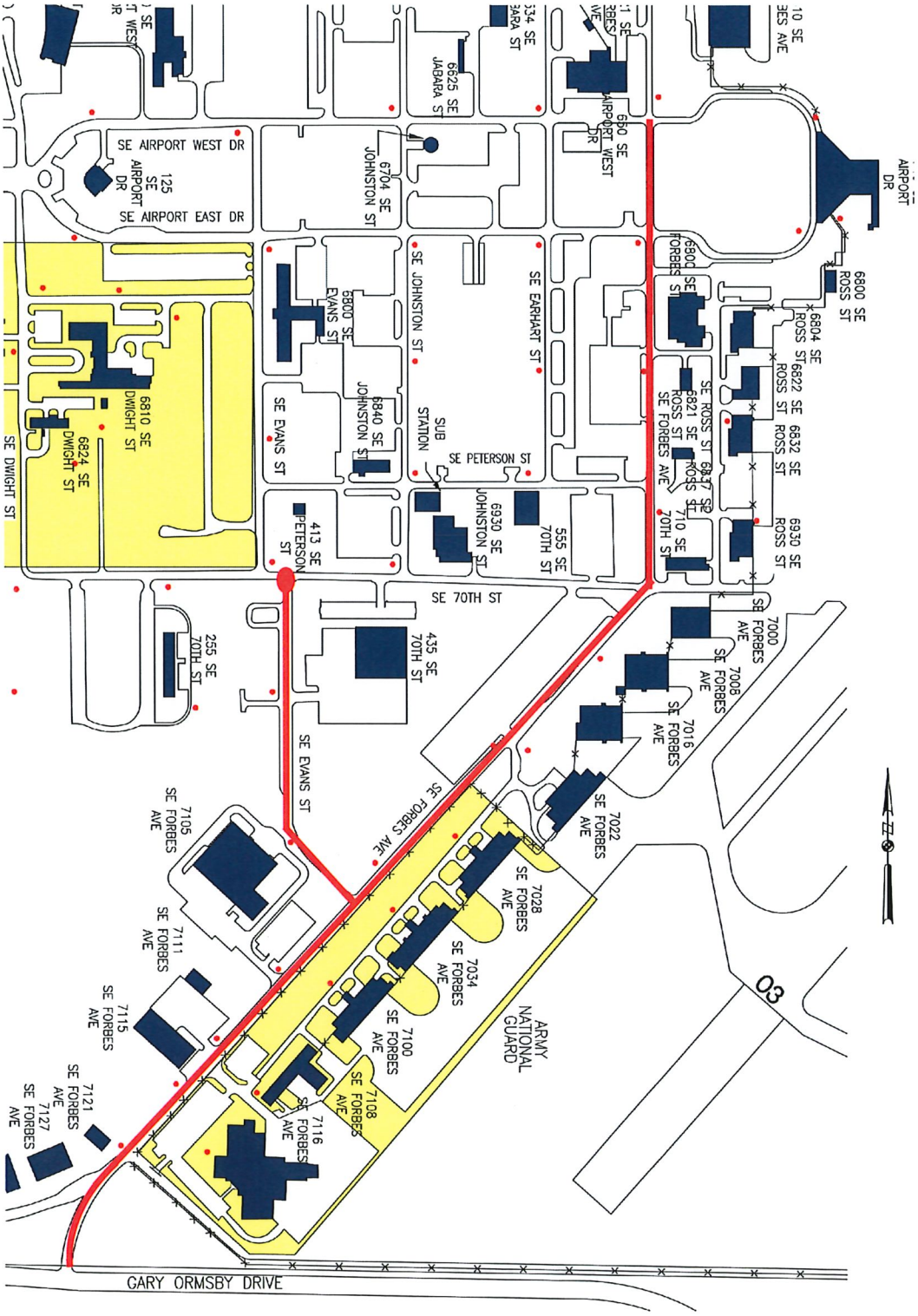
The MTAA conducts major pavement maintenance on our streets on an as-needed basis. With standard mill and overlay projects, we simply advertise the project and work directly with the contractor to complete the work. With more complex projects, we solicit the assistance of our on-call engineer to design and oversee the work. We feel the project having the highest priority for next year is SE Forbes Avenue extending from SE Airport West Drive to Gary Ormsby Drive and SE Evans from SE 70th Street to SE Forbes Avenue as identified on the attached drawing. These streets have not received any more than minimal pothole patching in the past 15 years. Since that time, the use of the streets has changed considerably with Coca-Cola and FedEx relocating to the Topeka Regional Business Center and the introduction of numerous heavy truck and tractor trailers on a daily basis. The intersection of ES 70th Street and SE Evans Street also requires modification to accommodate large truck turning radius. For these reasons, we've asked WSP to develop a contract for Design Services.

This is expected to be a multi-year project with design in 2022, going out for bids in January 2023 and construction taking place in the summer of 2023. 2023 budgeted and encumbered funds were identified in anticipation of this project.

Agreement Breakdown:
Design Services – The fixed price (lump sum) amount of One Hundred Thousand, Three Hundred Seventy Dollars and 00/100 ($100,370.00).

I request the Board to approve, subject to legal review by MTAA counsel, WSP USA, Inc., Agreement No. 9 – 2022 MTAA Street Overlay Program Design Services, in the total amount of One Hundred Thousand, Three Hundred Seventy Dollars and 00/100 ($100,370.00).

Please contact me if you have any questions.


AIRPORT DR
6800 SE ROSS ST
6804 SE ROSS ST
6822 SE ROSS ST
6832 SE ROSS ST
6930 SE ROSS ST
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6821 SE ROSS ST
SE FORBES AVE
710 SE 70TH ST
6800 SE FORBES ST
SE EARHART ST
555 SE 70TH ST
6930 SE JOHNSTON ST
SUB STATION
SE PETERSON ST
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6840 SE JOHNSTON ST
6800 SE EVANS ST
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413 SE PETERSON ST
SE 70TH ST
435 SE 70TH ST
255 SE 70TH ST
6704 SE JOHNSTON ST
6625 SE JABARA ST
6650 SE AIRPORT WEST DR
SE AIRPORT WEST DR
125 SE AIRPORT DR
SE AIRPORT EAST DR
6810 SE DWIGHT ST
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SE FORBES AVE
ARMY NATIONAL GUARD
03
GARY ORMSBY DRIVE

WSP USA TASK ORDER NO. 9

2022 MTAA STREET OVERLAY PROGRAM DESIGN SERVICES

DESIGN PHASE SERVICES

This Task Order No. 9 – 2022 MTAA Street Overlay Program Design Phase Services is made and entered into this _____ day of _____, 2022, by and between the **Metropolitan Topeka Airport Authority,** with offices at 6510 SE Forbes Avenue, Suite 1, Topeka, Kansas 66619, (hereinafter called the "MTAA" or "OWNER"), and **WSP USA Inc.** with offices at 300 Wyandotte St. Suite 200, Kansas City, Missouri, 64105 (hereinafter called "WSP" or "CONSULTANT").

WITNESSETH

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

WHEREAS, MTAA has determined the need for CONSULTANT to perform Design Services for the project located at Topeka Regional Business Center, 2022 MTAA Street Overlay Program;

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

SCOPE OF CONSULTANT SERVICES

I. Project Objective:

A. Background:

This project is for the design services of the 2022 MTAA Street Overlay Program for the Metropolitan Topeka Airport Authority (MTAA). The purpose of the Street Overlay Program (SOP) is to address the pavement distress conditions on various streets and parking areas as designated by the Metropolitan Topeka Airport Authority. Projects are listed on the attached Project Listing (Exhibit A).

B. Physical Project Goals:

1. Provide for the design of overlays or other rehabilitation methods as indicated on the Project Listing (Exhibit A) at the locations indicated on the Project Listing.

2. Front-end documents to be utilized in the development of the construction documents will be based upon the front-end documents utilized by the City of Topeka. These documents will have language indicating that the Metropolitan Topeka Airport Authority is the owner of the program and shall be referenced as such in lieu of the City of Topeka were provided in the project specifications.

3. Specifications utilized in the construction documents will be based upon City of Topeka and Shawnee County Standard Technical Specifications, Current Edition.

4. Standard Details shall be based upon the City of Topeka Standard Details.

5. Project designs and quantities are to be developed with the use of survey data to be provided by a surveyor or surveying firm. The use of geotechnical engineering for the program is provided for in the design services for the program.

C. Funding:

1. Funding for the project is to be provided solely by the Metropolitan Topeka Airport Authority with no other funding partners participating in the Street Overlay Program. CONSULTANT will not be required to track the funding participation in the project by others except for the Metropolitan Topeka Airport Authority.

II. Project Task Descriptions:

A. General:

1. CONSULTANT shall not assist the MTAA, in the preparation of documentation required to comply with Federal and State Environmental requirements. It is assumed that a Categorical Exclusion, an Environmental Assessment, or an Environmental Impact Statement will not be required. Services for an EA or EIS (or other NEPA clearances/certifications) are not included in this scope of services and are considered additional work.

2. No other permits or certifications, aside from the items mentioned in the two immediately previous paragraphs, are anticipated or included in the scope of services for the project.

B. Design Services:

The CONSULTANT shall prepare the final design of the street overlay program projects. Design scope items shall include the following:

1. CONSULTANT shall provide design services for the project that consists of site visits, limited field measurements, analysis, design rationale, design, and construction documents (plans and specifications) for the purposes of receiving bids for the program from prospective contractor bidders.

2. Topographic Survey of the existing road and adjacent surface within the project limits. More detailed information will be collected at pavement intersection areas and other features located within the project limits (signs, drainage structures, other structures, underground cables (as marked by the MTAA), and other significant features). Included with this task will be the location of existing storm sewer inlets, elevations of storm sewer conduit flow lines and their respective conduit sizes within the survey limits.

3. Obtain existing pavement condition with pavement cores.

4. Site visits for purposes of comparing data obtained from survey data and data obtained from aerial photography normally available to the general public.

5. Final field verification with MTAA of MTAA-owned utilities (water and sewer) of known utility locations within the project limits.

6. Final determination of limits of work, contractor staging areas, access routes and airport security related requirements.

7. Final pavement analysis and design, including selection of pertinent materials, consistent with the development of minor overlays and repair projects.

8. Final design and details of associated items related to the completion of this project:
    a. Typical Sections
    b. Pavement Layout Sheets
    c. Pavement and Curb Repair Details
    d. Seeding, Mulching, and Fertilizing

9. Final preparation and production of construction plans and (front end/technical) specifications for purposes of bidding, and preparation of estimates of probable construction costs. The construction cost estimates will be based on CONSULTANT'S professional's experience and judgment and shall be deemed to represent CONSULTANT'S opinion. CONSULTANT has no control over the cost of labor, material, equipment and other relevant factors that could influence the ultimate construction costs. Thus, CONSULTANT does not guarantee that the actual facility cost will be the same as CONSULTANT'S estimate of probable construction cost or that construction costs will not vary from its opinions of probable cost.

10. Assistance with Bidding to include advertising the project, opening the project bids, analysis of the bids, and a recommendation for the award of the contract by MTAA Board of Directors. Documents used for bid advertisement shall consist of construction drawings and the project manual (front end and technical specifications) for distribution in a PDF format to prospective bidders.

<u>III. Project Schedule</u>:

CONSULTANT shall complete this project in accordance with the following schedule based on the MTAA's Notice to Proceed (NTP) to the CONSULTANT:

50% Submittal	60 calendar days after receipt of NTP
100% Submittal	30 calendar days after receipt of MTAA Comments
Advertise	5 calendar days after receipt of MTAA Comments
Bid Recommendation	35 calendar days after Advertise

IV. Project Sustainability Initiatives:

The CONSULTANT shall utilize electronic correspondence and electronic documents when communicating or transferring information between the CONSULTANT, the MTAA, and certain project stakeholders. Information/documentation exchanged shall include, but is not limited to, project related materials such as project memorandum and correspondence, required project submittals, review comments and disposition, and the project quality control program and checks.

The overall purpose of the use of electronic media shall be to minimize the need for the printing of hardcopy materials (unless specifically required by this Agreement), to facilitate timely exchange and reviews of project related materials and provide a comprehensive record of the project design activities.

VI. Project Deliverables:

A. CONSULTANT shall submit two (2) sets each (11" x 17") of a preliminary (50% level) of construction drawings, front end and technical specifications. Drawings shall be submitted on 11" X 17" reduced drawings.

B. CONSULTANT shall submit two (2) sets each (11" x 17") of a final (100% level) of construction drawings, front end and technical specifications for the purposes of securing final document approval for advertising for bidding. CONSULTANT can only advertise for bidding upon addressing in writing each of MTAA's comments on 100% submittal to their satisfaction and receiving in writing an approval from the MTAA to advertise.

C. CONSULTANT shall pay for all reproduction, printing and distribution cost associated with progress submissions. The MTAA shall arrange for and pay all costs associated with printing of Design documents required for the advertisement of the project for bidding purposes.

VII. Progress Meetings & Reports:

CONSULTANT shall submit bi-weekly progress reports, preferably single page summaries. Progress reports will document decisions made and work progress during period, work scheduled for next period, problems and open issues. The overall project schedule will be updated bi-weekly and submitted as part of the progress reports.

VIII. Meetings and Presentations:

A. CONSULTANT shall attend periodic design and coordination meetings (three (3) meetings maximum) and shall attend and chair formal design review meetings for the project specific milestone submittals (50% review). CONSULTANT shall also make presentations of project design information, cost, schedules, etc., to the MTAA Board of Directors (one (1) meetings maximum). CONSULTANT shall take notes and distribute draft minutes of all presentations and meetings for review, address comments received, and distribute final minutes for each meeting or presentation within five working days to maintain the effectiveness of the effort and the schedule of the project.

B. Throughout the duration of the construction phase of work, it is anticipated that two formal project progress coordination meeting shall be held at the OWNER's offices or at the project site. The CONSULTANT's Project Manager and/or Deputy Project Manager shall attend at each of these meetings as required by the MTAA.

IX. Document Archiving:

A. The CONSULTANT shall prepare Design Services documents for archiving. Items to be archived include, but are not limited to, correspondence and minutes. CONSULTANT shall also review all documents for project closeout for content and elimination of duplicates. Items previously included in submissions are not required to be re-submitted.

B. Items shall be archived on electronic disk (CD or DVD), containing the original documents in their appropriate format, that is, ".docx", ".xlsx", or ".mpp" and all documents in ".pdf" format. All pages in the ".pdf" format files shall be orientated correctly so that they can be read upon opening. File sizes of the ".pdf" format files should be minimized as much as possible for easier download and viewing. Typical file sizes should not exceed 2 MB per file. Files should be generated from the electronic source files versus scanned images from a hard copy, when possible.

X. Compensation:

A. The MTAA shall compensate CONSULTANT for the performance of the DESIGN SERVICES stated above, the fixed price of ONE HUNDRED THOUSAND, THREE HUNDRED SEVENTY DOLLARS AND 00/100 ($100,370.00). The basis for this lump sum fee value is provided for Exhibit B, Fee Proposal and the projects to be performed, based upon to projects selected by the MTAA Board of Directors for design on Exhibit A.

B. In the event a particular task is deleted from the design services phase, the appropriate amount of monies associated for that task shall be deducted from the total provided above. The appropriate amount of monies will be the subtotals provided for the individual tasks as presented in Exhibit B, Fee Proposal.

C. In the event that additional design services are required for the project, the hourly rates provided for in Exhibit B, Fee Proposal will be utilized in the negotiation process if the additional services are to be compensated for based upon a cost-plus maximum agreement.

Both parties agree that this Task Order No. 9 – 2022 MTAA Street Overlay Program Design Services is entered into in accordance with the provisions of the Agreement and all of the terms, covenants and conditions of the Agreement are incorporated into and made a part of this Task Order.

IN WITNESS WHEREOF, this Task Order No. 9 – 2022 MTAA Street Overlay Program Design Services has been executed by MTAA and CONSULTANT, effective from the day and year first written above.

OWNER	**CONSULTANT**
METROPOLITAN TOPEKA AIRPORT AUTHORITY	**WSP USA INC.**
	Digitally signed by Cogan, Scott (cogansm) Date: 2022.08.03 09:51:15 -05'00'
Signature	Signature
Eric M. Johnson	Scott Cogan, PE
President and Director of Airports	Assistant Vice President
Typed Name/Title	Typed Name/Title
	08/03/2022
Date of Signature	Date of Signature

Exhibit A
2022 MTAA Street Overlay Program
Potential Projects

Street	From	To	Recommended Action	Probable Cost	Engineering Design	Total
SE Forbes Avenue	SE Gary Ormsby Drive	SE Airport Drive West	Crack cleaning and sealing, Patching 5% of area, Shoulder Rock, 2" Mill and 3" Overlay	$756,230.00		
SE Evans Street	SE Forbes Avenue	SE 70th Street	Crack cleaning and sealing, Patching 5% of area, Shoulder Rock, Pavement Widening, 2" Mill and 3" Overlay	$194,720.00		

EXHIBIT B

Derivation of Project Consultant Costs

2022 MTAA Street Overlay Program
TOPEKA, KANSAS
MTAA Street Overlay Program - Design Services
FEE PROPOSAL
August 2, 2022

1 **DIRECT SALARY COSTS:**

TITLE	HOURS	RATE/HOUR	COST ($)
Principal	6	$102.49	$614.94
Project Manager	136	$48.92	$6,653.12
Deputy Project Manager	128	$67.54	$8,645.12
Senior Engineer/QAQC	18	$82.51	$1,485.18
Junior Engineer	228	$37.02	$8,440.56
Water Engineer	64	$27.93	$1,787.52
Project Admin	12	$39.74	$476.88
	592		

Total Direct Salary Costs **$28,103.32**

2 **LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:**
Percentage of Direct Salary Costs @ 140.00% $39,344.65

3 **SUBTOTAL:**
Items 1 and 2 $67,447.97

4 **PROFIT:** 15.00% $10,117.20

Subtotal **$77,565.17**

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

a.	Rental Vehicals	$	200.00
b.	Other Direct Cost	$	200.00
c.	Printing	$	400.00

Total Out-of-Pocket Expenses $800.00

6 **SUBCONTRACT COSTS:**

a.	Geotech Services - Tsi	$7,000.00
b.	Bartlett & West, Inc. (Surveys)	$15,000.00

Total Subcontract Costs $22,000.00

7 **TOTAL FEE:**

Items 1, 2, 3, 4, 5 and 6 **$100,365.17**

$100,370.00 LUMP SUM

EXHIBIT B
2022 MTAA Street Overlay Program
TOPEKA, KANSAS
MTAA Street Overlay Program - Design Services
MANHOUR DERIVATION
August 2, 2022

Classification: / Gross Hourly Rate:		Kuchinski Principal $282.87 AV St. Louis	Stallbaumer Project Manager $135.02 CIV Kansas City	Mueller Deputy Project Manager $186.41 CIV Kansas City	Freund Senior Engineer/QAQC $227.73 AV Kansas City	Lashbrook Junior Engineer $102.18 CIV Kansas City	Rutledge Water Engineer $77.09 CIV Kansas City	Viteri Project Admin $109.68 ADMIN Kansas City	Notes
A. BASIC SERVICES									
1. Project Administration									
1.1 Coordination with Owner/Tenants		1	4	4					
1.2 Project Management			8	4				4	
1.3 Bi-Monthly Meetings with Client			8						
1.4 Project Financial Management				4					
1.5 Invoicing			4	4				8	
Total Hours =	53	1	24	16	0	0	0	12	
Total Dollars =	$7,822.09	$282.87	$3,240.46	$2,982.57	$0.00	$0.00	$0.00	$1,316.19	
2. Basic Project Development									
2.1 Surveys			8	2					
2.2 Geotechnical			8	2					
2.3 Project Base Map Development						8			
2.4 Quality Control					4				
Total Hours =	32	0	16	4	4	8	0	0	
Total Dollars =	$4,634.26	$0.00	$2,160.31	$745.64	$910.91	$817.40	$0.00	$0.00	
3. 50% Documents									
3.1 50% Roadway Rehabilitation Layout			8			24			
3.2 50% Pavement Design				4					
3.3 50% Typical Sections			4	4		8			
3.4 50% Storm Water Design						16	32		
3.5 50% Const. Sequence Plan			4	4		24			
3.6 50% Traffic Control Plan			4	4		24			
3.7 50% Quantity Development			4	4		8			
3.8 50% Cost Estimate			4	4		8			
3.9 50% Engineer's Report									
3.10 Quality Control		2			4				
Total Hours =	202	2	28	24	4	112	32	0	
Total Dollars =	$23,641.44	$565.74	$3,780.54	$4,473.85	$910.91	$11,443.62	$2,466.78	$0.00	
4. 100% Documents									
4.1 Response to Comments			4	4					
4.2 100% Roadway Rehabilitation Layout			4	4		16			
4.3 100% Pavement Design			4	4					
4.4 100% Typical Sections			4	4		16			
4.5 100% Storm Water Design						16	32		
4.6 100% Const. Sequence Plan			4	4		16			
4.7 100% Traffic Control Plan			4	4		16			
4.8 100% Quantity Development			4	4		8			
4.9 100% Cost Estimate			4	2		8			
4.10 100% Specifications			2	40					
4.11 Quality Control			4		8				
4.12 Final Engineer's Report									
4.13 Final Plan Submittal		2	8	4		8			
Total Hours =	266	2	46	74	8	104	32	0	
Total Dollars =	$35,485.82	$565.74	$6,210.88	$13,794.37	$1,821.82	$10,626.22	$2,466.78	$0.00	
5. Bid Process									
5.1 Bid Advertisement			4	2					
5.2 Pre-Bid Conference			4						
5.3 Addenda			4	4		4			
5.4 Bid Opening			4						
5.5 Bid Analysis			2	1					
5.6 Bid Recommendation of Award			2	1					
5.7 Grant Applications			2	2					
5.8 Quality Control		1			2				
Total Hours =	39	1	22	10	2	4	0	0	
Total Dollars =	$5,981.55	$282.87	$2,970.42	$1,864.10	$455.46	$408.70	$0.00	$0.00	
PART A SUBTOTAL =		**$77,565.16**							
B. SPECIAL SERVICES									
Special Services	0	0	0	0	0	0	0	0	
Total =	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
PART B SUBTOTAL =		**$0.00**							
GRAND TOTAL =		**$77,565.16**							

Exhibit TO-9-B - Pg 2 of 2 updated 8/02/22

NOTE: NO HOURS HAVE BEEN ALLOCATED FOR PUBLIC HEARING.

OVHD Rate	Employee Classification	Kuchinski Jennifer Kuchinski Principal	Stallbaumer Sam Stallbaumer Project Manager	Mueller Dale Mueller Deputy Project Manager	Freund Joseph R. Freund Senior Engineer/QAQC	Lashbrook Logan Lashbrook Junior Engineer	Rutledge Ben Rutledge Water Engineer	Viteri Enrique Viteri Project Admin	TOTALS Avg Hrly Rate
140%	Base Hourly Rate	102.49	48.92	67.54	82.51	37.02	27.93	39.74	
	Adjustment Factor	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
	Escalated Hourly Rate	102.49	48.92	67.54	82.51	37.02	27.93	39.74	131.02
	Total Hours	6	136	128	18	228	64	12	592
		1.01%	22.97%	21.62%	3.04%	38.51%	10.81%	2.03%	
		$1,697.23	$18,362.61	$23,860.53	$4,099.10	$23,295.95	$4,933.56	$1,316.19	$77,565.16
		2.2%	23.7%	30.8%	5.3%	30.0%	6.4%	1.7%	100%

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Sourcewell Quote for Purchase of Doosan Forklift (Board Action Required)**

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

Date: August 5, 2022

More than two years ago staff identified costs and budgeted for the replacement of our primary forklift. The old one was a military leftover that more often than not failed to operate. The main concern was the lack of brakes. Since that time, we discovered most new forklifts in our price range were seriously delayed for delivery and used equipment was not much better than the one we are replacing.

Staff recently found John J. Connell Company; Inc. in Kansas City has a Doosan forklift meeting our requirements with a Sourcewell Collaborative discount program price of $32,707.84. Until last Friday, there was a possibility this equipment could be delivered within a month but the equipment was sold before being delivered to the dealership. If approved by the Board, one ordered now will be delivered in March 2023. While the original budget for this equipment was $26,000.00, we have funds available for this purchase due to lower-than-expected cost of tractors and mowers earlier this year.

I am requesting Board authorization to purchase the Sourcewell Collaborative discount program Doosan G30E-7 LP forklift at a cost of Thirty-Two Thousand Seven Hundred Seven Dollars and Eighty-four Cents ($32,707.84).

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

SAINT LOUIS, MO • KANSAS CITY, MO • SPRINGFIELD, MO
PHONE: (888) 522-6099 FAX: (314) 522-6575
WWW.JJCONNELLCO.COM

TO : **Metropolitan Topeka Airport Authority**
6510 SE Forbes Ave Ste 1
Topeka, KS 66619-1446
Sourcewell I.D. 207562

Telephone : 785-633-9957
Attention : Terry Poley

Date : 8/4/2022
Quotation : JS 00077
Prepared By : Jeremy Sams

We are pleased to submit the following quotation for your consideration

(1) Doosan G30E-7 LP HMC 2.4L Engine 6,000 lb. Capacity, I. C. Pneumatic Tire Forklift

4,000 - 7,000 lb. LP Pneumatic

The GCT K25 LP engine provides excellent performance, low noise, low vibration and excellent durability. The engine's reliability is well established in the industry.

Limp Home Mode (LHM)

The LHM is an additional layer of protection to the unit. The transmission oil and engine coolant temperatures are monitored and the LHM is triggered when the temperature goes over the desired level, preventing damage.

ECO Mode

Operators can easily switch on the ECO mode from the dash. The ECO mode will reduce fuel consumption by 15% compared to standard mode.

Ergonomic Design

All components such as seats, switches, instrument panel, levers and pedals are meticulously designed to provide operators the best working environment

Excellent Visibility

The low profile dash and the sculpted overhead guard with an angled front tie bar provide a clear view upwards and forwards, while ensuring ultimate strength for safety.

Fully Adjustable Operator Space

The steering column as well as the suspension seat, armrest and optional headrest are all adjustable to accommodate individual preferences for each forklift operator.

Mast Inter-lock(ISO 3691)

If the operator gets off the seat or turns off the forklift, the hydraulic tilt, lift and lowering system will be deactivated automatically.

Operator Sensing System

- Parking alarm : Alarm warning when operator leaves the seat without applying parking brake
- Seat belt indicator : Seat belt warning light for 10 seconds reminds operator to fasten seat belt
- Neutral shift feature : Transmission is automatically shifted into neutral when the operator leaves the seat.

Easy to Access

- Engine hood opens with ease
- Hood opens wide with plenty of space
- Locking gas spring
- Removable floor mat and plate

Easy to Service

- Optimized location for maintenance: Battery, air cleaner, filters, dipstick gauges
- CANbus communication
- Junction box : Integration of fuses and relays

Base Capacity:	**6,000 lb**
UL Rating	UL Rated Type LP
Brakes	**Oil-Cooled Disc Brakes**
Tires	Single Solid Soft-Ride 8.15-15 Drive / 6.50-10 Steer
Mast	3-Stage Full Free Triple Wide View MFH 189" OAL 86" FFH 57"
Tilt Cylinders	6° Forward / 5° Back
Sideshifter	Hang-On 44" Wide - Class III
Carriage	Hook Type 44" Wide - Class III
Forks	Hook Type - Pallet - 1.8" x 5" x 47"
Load Backrest	46" Wide x 47" High
Overhead Guard	Standard Height - 86"
Hydraulic Lines	3-Way For Sideshifter
Hydraulic Control Valve	3 Section with 3 Levers
Mirrors	Large Rear View Mirrors
Seat	Vinyl Suspension Seat
Seat Belt	Orange
Direction Control	Standard - Lever Direction Control
Grab Bar	Rear Grab Bar with Horn Button
LP Tank Cradle	Standard Mounting
Warning Lights	Strobe - Amber - Mounted Below OHG
Warning Device	Back-Up Alarm (Outside Mount)
Front Work Lights	(2) Front Flood Lights - LED
Rear Work Lights	(1) Rear Floodlight - LED
Fire Extinguisher	1.5 lb. ABC Type

Standard Equipment
HMC 2.4L Engine
Power Shift Transmission
Oil Cooled Disc Brakes
Power Steering
Tiltable Steering Column
Engine Shutdown
Dual Element Air Cleaner
LP Tank Mounting
Tilt Cylinder Covers
Counterweight

Other Included Doosan Equipment
Cup Holder
Document Clip
Open Core Radiator
Steering Wheel Knob

PowerPlus Warranty	**Doosan Assurance - Standard 2 Year / 3,000 Hour, Extended Powertrain Coverage - 5 Years / 10,000 Hours, OCDB 5 Year / 10,000 Hour**

Subtotal :	**$ 32,707.84**
FOB:	**FOB : *Delivered**
Payment Terms :	**Net Upon Delivery**

***Delivered freight estimated as of 8/4/22 and must be adjusted to the prevailing rate at time of shipment.**

Dealer Terms and Conditions:

The proposal in this quote is property of JOHN J. CONNELL COMPANY, INC. and is confidential and proprietary. Unauthorized disclosure could be harmful to JOHN J. CONNELL COMPANY, INC. and by acceptance, prospective buyer agrees not to publish, copy, or reproduce the contents without the express written consent of JOHN J. CONNELL COMPANY, INC. Metropolitan Topeka Airport Authority will not use such information for any other purpose than for the

consideration of a JOHN J. CONNELL COMPANY, INC. supplied system and will return any or all information contained herein to JOHN J CONNELL COMPANY, INC. upon request.

QUOTE EXPIRES IN 10 DAYS.

TOTAL PRICE DOES NOT INCLUDE APPLICABLE SALES TAX.

LEASE RATES ARE SUBJECT TO CREDIT APPROVAL AND MAY CHANGE WITHOUT NOTICE.

ALL CANCELED ORDERS ARE SUBJECT TO A 25% RE-STOCKING FEE.

TOTAL PRICE SUBJECT TO AN ADDITIONAL 3% IF PAID BY BY CREDIT CARD.

ACCEPTED BY SELLER:

NAME: _____

TITLE: _____

(This Quotation shall become a contract only upon signature by the Sales Manager or Seller at its business offices.)

QUOTATION SUBMITTED BY: Jeremy Sams
Sales Manager

Jeremy Sams
8/4/2022

ACCEPTED BY BUYER: _____

COMPANY NAME: Metropolitan Topeka Airport Authority

BY: _____
(SIGNATURE OF AUTHORIZED OFFICER OR REPRESENTATIVE REQUIRED)

TITLE: _____

Metropolitan Topeka Airport Authority
6510 SE Forbes Ave Ste 1
Topeka, KS 66619-1446
Sourcewell I.D. 207562

Quotation : JS 00077

Activity Report

Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Jul-22	Jul-21	Jul-20	2022 Accumulated Totals Y-T-D	2021 Y-T-D Through July	2021 Calendar Yr Totals	2020 Y-T-D Through July	2020 Calendar Yr Totals
Air Carrier	51	10	4	139	66	190	55	87
Air Taxi	41	43	30	351	188	454	208	359
Itinerant General	831	865	599	4,207	4,825	7,806	3,084	6,349
Itinerant Military	507	557	641	2,788	2,951	4,917	3,366	5,778
Local Civil	192	368	130	1,145	1,525	2,629	633	1,602
Local Military	1,070	1,214	1,080	5,553	8,513	12,018	5,278	8,543
GRAND TOTAL	2,692	3,057	2,484	14,183	18,068	28,014	12,624	22,718

PASSENGER ACTIVITY	Jul-22	Jul-21	Jul-20	2022 Accumulated Totals Y-T-D	2021 Y-T-D Through July	2021 Calendar Yr Totals	2020 Y-T-D Through July	2020 Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	-	-	-	1,457	419	1,649	2,075	2,524
Passengers Deplaned	-	-	-	1,120	514	1,955	2,029	2,456
Aircraft Landed	-	-	3	49	28	47	56	60
MILITARY CHARTERS								
Passengers Enplaned	3,278	2,209	150	3,771	5,545	7,493	150	519
Passengers Deplaned	639	-	-	4,040	749	3,180	83	83
Aircraft Landed	32	14	2	51	81	112	5	18
Combined Total Passengers Enplaned	3,278	2,209	150	5,228	5,964	9,142	2,225	3,043
Combined Total Passengers Deplaned	639	-	-	5,160	1,263	5,135	2,112	2,539

Billard Airport

TOP FAA TOWER OPERATIONS	Jul-22	Jul-21	Jul-20	2022 Accumulated Totals Y-T-D	2021 Y-T-D Through July	2021 Calendar Yr Totals	2020 Y-T-D Through July	2020 Calendar Yr Totals
Air Carrier	0	0	0	0	2	3	0	0
Air Taxi	118	123	46	783	410	1,018	439	779
Itinerant General	956	1,138	1,090	5,805	6,938	11,724	5,858	11,562
Itinerant Military	54	37	50	444	241	462	269	484
Local Civil	434	610	554	2,974	2,986	6,028	3,104	6,764
Local Military	0	20	60	10	106	120	136	154
GRAND TOTAL	1,562	1,928	1,800	10,016	10,683	19,355	9,806	19,743

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

DELINQUENT ACCOUNTS
AS OF JULY 31, 2022

NAME OF BUSINESS		TOTAL PAST DUE	JULY CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION TEL	LTR	AGR	LGL
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD DESIGN	RENT/FC	$12,627.83	$2,272.87	$2,431.91	$2,457.66	$2,385.95	$3,079.44	X	X		
BRACKETT INC.	RENT/FC	$17,611.03	$4,190.95	$4,453.08	$4,454.12	$4,384.31	$128.57	X	X		
F&L ENTERPRISES INC	RENT/FC	$2,214.64	$2,111.42	$32.41	$36.70	$34.11	$0.00	X	X		
HEARTLAND TREE SERVICE	RENT/FC	$931.84	$306.00	$315.25	$310.59	$0.00	$0.00	X	X		
HOME DEPOT USA	RENT	$5,618.16	$1,872.72	$1,872.72	$1,872.72	$0.00	$0.00	X	X		
PROMETAL FABRICATION LLC	RENT	$3,474.42	$1,158.14	$1,158.14	$1,158.14	$0.00	$0.00	X	X		
RURAL DEVELOPMENT CORP	RENT/FC	$29,587.14	$0.00	$437.25	$430.79	$483.01	$28,236.09	X	X		X
SUBTOTAL		**$72,065.06**	**$11,912.10**	**$10,700.76**	**$10,720.72**	**$7,287.38**	**$31,444.10**				
- VACATED TENANTS -											
SUBTOTAL		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**				
TOPEKA REGIONAL AIRPORT:											
- TENANTS -											
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
SUBTOTAL		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**				
- AIRPORT USER LANDING FEES -											
ATLAS AIR INC	LANDING FEES	$1,425.00	$950.00	$0.00	$0.00	$0.00	$475.00	X	X		
EASTERN AIRLINES LLC	LANDING FEES	$2,670.00	$0.00	$0.00	$0.00	$0.00	$2,670.00	X	X		
ELITE AIRWAYS	LANDING FEES	$224.00	$0.00	$0.00	$224.00	$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		X
RVR AVIATION	LANDING FEES	$33,354.00	$0.00	$0.00	$0.00	$0.00	$33,354.00	X	X		
								X	X		
SUBTOTAL		**$40,101.00**	**$950.00**	**$0.00**	**$224.00**	**$0.00**	**$38,927.00**				
PHILIP BILLARD:											
BILLARD AIRPORT RESTAURANT	RENT/FC	$1,234.86	$1,234.86	$0.00	$0.00	$0.00	$0.00	X	X		
SUBTOTAL		**$1,234.86**	**$1,234.86**	**$0.00**	**$0.00**	**$0.00**	**$0.00**				
WATER & SEWER:											
RURAL DEVELOPMENT - BLDG 281	WATER/FC	$362.81	$122.74	$120.93	$119.14	$0.00	$0.00	X	X		
ADJUTANT GENERAL OF KS AIR	WATER	$5,797.15	$5,797.15	$0.00	$0.00	$0.00	$0.00	X	X		
SUBTOTAL		**$6,159.96**	**$5,919.89**	**$120.93**	**$119.14**	**$0.00**	**$0.00**				
GRAND TOTALS		**$119,560.88**	**$20,016.85**	**$10,821.69**	**$11,063.86**	**$7,287.38**	**$70,371.10**				

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

Metropolitan Topeka Airport Authority
Monthly Leasing Activity Report
July 2022

April 2022 CPI is 8.3% — 2% Increase was applied in lieu of CPI

TENANT	ADDRESS (FACILITY #)	ANNUAL RENT FROM	ANNUAL RENT TO
NEW:			
NONE		$0.00	$0.00
RENEWALS DUE:			
NFI Interactive Logistics LLC	Parking Lot #12	$4,576.93	$4,668.47
UAR Direct LLC	421 SE Axton St. (#197)	$11,467.21	$11,696.55
OPTIONS:			
NONE		$0.00	$0.00
INCREASES:			
Freeman Holdings LLC	7008 SE Forbes Ave. (#601)	$50,947.10	$51,966.04
Gainwell Technologies LLC	Parking Lots #1, #2, #3 & #4	$10,844.17	$11,061.05
New-Jetz LLC	3600 NE Sardou #27	$7,198.76	$7,342.74
DECREASES:			
NONE		$0.00	$0.00
MISCELLANEOUS:			
NONE		$0.00	$0.00

MONTHLY INCOME CHANGES	
New Annl. Rate	$86,734.85
Old Annl. Rate	$85,034.17
Annual Diff.	$1,700.68
/12	$141.72
Mo. Adj.	$0.00
Mo. Incr. (Decr.)	$141.72

Metropolitan Topeka Airport Authority
Monthly Gross Rental Income Report
July 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	$4,330.50	
	" "	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	***
				$28,408.28	

	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	$921.75
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	$207.35
	" " "	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)	$389.04
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	$1,156.43
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	$974.71
47	Vaerus Aviation Inc.	72	151	$1,362.34
				$110,392.72

PHILIP BILLARD AIRPORT

	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)	$611.89	
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	
				$25,469.07	

GRAND TOTALS				
67	TENANTS	109	FACILITIES	$164,270.07

*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
July 2022

	JULY 2022	JUNE 2022	JAN 2022	JAN 2021	JAN 2020	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
TOPEKA REGIONAL AIRPORT												
TENANTS	9	9	9	9	9	9	10	10	10	12	11	11
FACILITIES LEASED	19	19	20	20	21	21	22	22	20	22	26	27
TOPEKA REGIONAL BUSINESS CENTER												
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
PHILIP BILLARD AIRPORT												
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
TOTAL												
TENANTS	67	67	68	65	69	64	68	68	62	62	61	61
FACILITIES LEASED	109	109	110	106	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	$ 164,270	$ 164,128	$ 175,958	$ 167,098	$ 168,545	$ 155,936	$ 158,021	$ 149,460	$ 131,303	$113,043	$121,201	$119,965
NET CHANGE	$ 142	$ (11,830)	$ 8,860	$ (1,447)	$ 12,609	$ (2,085)	$ 8,561	$ 18,157	$ 18,260	$ (8,158)	$ 1,236	$ (13,347)