

Public Hearing on 2021 Budget 2:30 PM
MTAA Board Meeting 3:00 PM

Tuesday, August 11, 2020
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 July 21, 2020.
3. Public Comment.
4. Adopt Agenda.
5. Presentation by Voltaire Aviation Consulting.

ACTION ITEMS:

6. Consider Adoption of 2021 MTAA Budget Authorizing Certification to the Shawnee County Clerk.
7. Consider Quotes for Emergency Repair to Roof at 6424 SE Johnston St. (Bldg. #225).
8. Consider Approval of WSP USA, Inc. Agreement No. 30900280 - Task Order No. 0 – CARES Act Projects.

INFORMATION ONLY ITEMS:

9. Monthly Reports:
 - a. Intergovernmental Cooperation Council – No Summer Meetings
 - b. Aviation-Related Issues & Air Service – Eric Johnson
 - c. Economic Development & Leasing Activity – Eric Johnson
 - d. Monthly Financial Reports – Cheryl Trobough
10. Executive Session.



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

Board of Directors

Metropolitan Topeka Airport Authority July 21, 2020

Work Session – 2021 Budget Workshop.....2:30 PM

Draft #4 of the 2021 Budget was presented. Changes from Draft #3 were highlighted and reviewed with the Board. Using the July 1, 2020 preliminary valuation of \$1,771,386,324 the budget as presented results in a mil levy of 2.030, as compared to the 2020 mil levy of 2.037 approved for the 2020 Budget.

Highlighted Changes:

- INCOME – Neighborhood Revitalization tax reduction calculated on the State's budget forms using estimates received from Shawnee County;
- EXPENSES – Health & Dental Insurance allocations adjusted;
- CAPITAL IMPROVEMENTS – Building Improvements increased to \$510,000 to allow for renovations in the Administrative Office to address COVID concerns; Equipment increased to \$821,000 for firetruck retro-fit for dry chemical application.

Regular Monthly Meeting 3:00 PM

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

- Jay Freund of WSP USA, Inc.
- Sam Nasser
- David Lewis of LMC, Inc.
- Walt Frederick of Million Air – Topeka
- Col. J.T. O'Grady, MTAA Police & Fire Dept.
- Maj. Greg Dunn, MTAA Police & Fire Dept.
- Terry Poley, MTAA Maintenance
- Rita Eggenberger, MTAA Operations
- Timothy Resner of Frieden & Forbes, LLP – Legal Counsel to the Board

Other staff members present were Eric Johnson and Cheryl Trobough.

Item 1. Notice.

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

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of June 16, 2020.

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of June 16, 2020 and inquired if there were any additions, corrections or comments to the Minutes.

Mr. Rinner moved to approve the Minutes of the Regularly Scheduled Board Meeting of June 16, 2020. Mr. Wright seconded the motion. Motion carried.

Item 3. Public Comment

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

Item 4. Adopt the Agenda.

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

Item 5. Presentation of 2019 Audit Report by Berberich Trahan & Co., P.A.

Chairwoman Stubbs welcomed Stacey Hammond of Berberich Trahan Co., P.A., who, in conjunction with Laura Hartley presented the 2019 Audit Report by providing the following report:

Ms. Hammond presented the bound materials for the 2019 MTAA audit titled: *Report to the Board of Directors July 17, 2020 and Financial Statements Years Ended December 31, 2019 and 2018.*

Ms. Hammond and Ms. Hartley highlighted the Financial Statements:

- Page 2 of the report is the Independent Auditors' Report. As stated on Page 2, it is their opinion that the financial statements present fairly, in all material respects, the financial position of the business-type activities of the authority as of December 31, 2019 and 2018, and the changes in its net position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States. This is known as a "clean opinion."

- Page 63 begins the summary report indicating the auditors' results of:

Section 1

Financial Statements

Type of auditors' report issued:

(Unmodified)

Internal control over financial reporting:

Material weaknesses identified?

(No)

Significant deficiencies identified?

(None Reported)

Noncompliance material to the financial statements noted?

(None)

Federal Awards

Type of auditors' report issued on

compliance for major programs:

(Unmodified)

Internal control over major programs:

Material weaknesses identified?

(No)

Significant deficiencies identified?

(None Reported)

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

(None)

Identification of major programs

(CFDA No. 20.106 – Airport Improvement Program)

Dollar threshold used to distinguish between

Type A and Type B programs:

(\$750,000)

Auditee qualified as a low-risk auditee?

(Yes)

Section 2

Financial Statement Findings

None

Section 3

Federal Award Findings and Questioned Costs

None

Section 4

Passenger Facility Charge (PFC) Findings and Questioned Costs

None

- Pages 65 and 66 are the communication to the Board on the Financial Statement Audit and Pages 67 and 68 are the communication to the Board on the Governmental Single Audit.

At the conclusion of the audit presentation, Chairwoman Stubbs asked if there were any questions. **Mr. Wright made a motion to accept and file the Audit Report for the Years Ended December 31, 2019 and 2018 as presented. Mr. Rinner seconded the motion. Motion carried.**

Item 6. Final Review of 2021 Budget and Authorization to Publish the Notice of Public Hearing.

Mr. Johnson presented Draft #4 of the 2021 Budget and documents provided by the State of Kansas for the completion and submission of the 2021 Budget.

The 2021 levy limit is determined by calculations on the Computation page of the State of Kansas' budget forms. According to this computation, the MTAA's maximum Ad Valorem tax levy for 2021 without requiring the adoption of a resolution and publication of the budget approval vote is \$3,654,826.

Based upon the budget as presented, the mill levy for the 2021 budget is 2.030 and the MTAA's Ad Valorem tax levy will be \$3,595,278. Therefore, a resolution and published Notice of Vote **will not** be required this year.

The notice will be posted immediately on the MTAA website and advertised the Topeka Metro News on July 27, 2020. This will satisfy the requirement of publication ten (10) days prior to the Public Hearing on August 11, 2020.

Mr. Rinner made a motion to approve the 2021 Budget for publication for the Notice of Budget Hearing to be held at 2:30 p.m. on August 11, 2020 as presented. Mr. Wright seconded the motion. Motion carried.

Item 7. Consider WSP USA, Inc.'s On-Call Engineering Services Agreement No. 30900280.

Mr. Johnson reported that WSP USA, Inc. was selected as the On-Call Engineer for the MTAA's AIP and CARES Act - eligible projects at both Topeka Regional and Philip Billard Airports at the June 2020 Board meeting. WSP USA, Inc. recently submitted the contract documents for the on-call engineering services which have been forwarded to MTAA counsel for review.

This contract establishes the agreement for service but does not address the costs associated with the individual projects. When a task order is presented, the cost will be negotiated at that time. The Federal Aviation Administration requires the sponsor to obtain an Independent Fee Analysis (IFA) for each task order. The IFA is used to assist in determining a fair value for the services provided and is an essential tool during negotiations of those fees.

Mr. Johnson requested authorization from the Board to sign, subject to legal approval, the contract with WSP USA, Inc. for the MTAA On-Call Aviation A/E Services agreement.

Mr. Munson made a motion to authorize approval of the contract, subject to legal review and approval, and the authorization for Mr. Johnson to execute the contract. Mr. Wright seconded the motion. Motion carried.

Item 8. Consider Replacement of Emergency Services Vehicle for MTAA Fire Department.

Mr. Johnson reported on the condition of the two 1992 Spartan fire engines purchased by the MTAA in October 2006. Overall, they have been good trucks for many years, but recently, there

has been a total failure of one truck and the other truck is having some major issues. The purchase of a new fire engine will take place in 2020, but the department will still require a reserve engine. Staff has researched repair costs for the better truck. After considering the cost of repair and the overall condition of the truck with more than 113,000 miles on it, it is believed that the best approach would be to replace it with a good used truck.

Staff has researched potential options and identified several trucks that can be purchased for approximately the same that the repair would cost. These trucks have significantly fewer miles on them and should last several years. If possible, the preference is to purchase a truck locally in the Topeka area. Staff is currently looking over a truck from Shawnee Heights Fire District. However, there are several available in the Midwest and in the East Coast regions.

Mr. Johnson requested the Board to authorize staff to continue negotiating the purchase of a pre-owned fire engine at a cost not to exceed \$30,000.00.

Mr. Rinner made a motion to approve staff to negotiate for the acquisition of a used firetruck at a cost not to exceed Thirty Thousand Dollars (\$30,000.00). Ms. Garcia seconded the motion. Motion carried.

Information Only Items:

Item 9. Monthly Reports

9.a. Intergovernmental Cooperation Council – No Summer Meetings

9.b. Aviation-Related Issues & Air Service – Mr. Johnson

Mr. Johnson provided the following report:

- The taxiway project at Billard is going well. The weather has delayed paving operations for the week but overall, the project is on schedule.
- The annual FAA Part 139 Certification inspection, scheduled for November is going to be conducted different than usual. The FAA has set up an on-line system to review all records electronically rather than in person. The inspector will limit his time on-site to inspect the airfield and complete the ARFF response time-test.
- The draft of the FY-2021 House Transportation Appropriations (THUD) Subcommittee appropriations bill, released on July 7, 2020, includes \$172.8 million in dedicated funding for the fully-funded and cost-share towers in the FAA Contract Tower Program. This became quite an issue a few years ago when there was discussion to close nearly all contract towers. FOE and TOP are contract towers.
- Jack Penning, Volaire Aviation Consulting, has completed the studies as authorized by the Board. He will be here in August to present the information to the Board.

9.c. Economic Development & Leasing Activity – Mr. Johnson

Mr. Johnson provided the following report:

- Conroy Construction has vacated building 225 and has some clean-up work to complete in the adjacent lot. A new tenant is anticipated to be moving in the first of August. The MTAA maintenance crew has been addressing the interior office space and will have all renovations completed by the end of the month.
- Staff met with WSP to discuss the projects to be funded under the CARES Act Grant. Priorities were identified and the information will be presented to the Board next month along with a plan moving forward.
- Recommended COVID-19 pandemic precautions have been put into place. A few employees have self-isolated out of an abundance of caution. In the event an employee has an exposure, or shows symptoms, they are sent home until either

they or the person they were exposed to receives a negative test result. So far, not one single MTAA employee has tested positive for COVID-19.

June Leasing Activity –

- **LEASE ACTIVITY** (CPI used for June is 1.5%)
 - **RENEWED LEASES** – No Renewals Due
 - **OPTIONS EXERCISED**
 - M. Lewis Properties (#248) – (CPI Inc) **DEFERRED to July 1**
 - **INCREASES – DEFERRED to July 1**
 - One (1) lease received a 2.0% increase.
 - **DECREASES** – None
- Rental income increased to \$169,924 or approximately \$2,039,091 per year.
- **DELINQUENT ACCOUNTS (as of 06/30/2020)**
 - Paul Kirk dba Advance Street Rod Design – Account is delinquent for some of March charges and all of April, May, and June invoices;
 - Tony Lynch – Delinquent for a portion of May and all of June invoices;
 - R&R Pallet – Account is delinquent for a portion of the June charges;
 - Rural Development Corporation – Partial payment was received for the March, April, May & June invoices.

9.d. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following report:

- The report for the month ending **06/30/20** reflects revenue to be \$35,488 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts remain at \$96,880 under budget;
 - b. Landing Fees are \$21,094 under budget;
 - c. Contract Agreements are \$5,083 more than budgeted;
 - d. Fuel Flowage Fees are \$24,834 under budget;
 - e. Passenger Facility Charges are \$1,121 more than budgeted;
 - f. Lease & Rental Fees actual income reflects to be \$139,990 more than the budgeted amount;
 - g. Reimbursements total to be \$3,549 ahead of budget;
 - h. CD Interest income is \$33,228 more than the anticipated budget;
 - i. Gain on Sale of Assets is \$3,525 ahead of budget;
 - j. Water/Sewer sales are \$33,795 less than budgeted with Water/Sewer Costs reflecting to be \$25,046 under the budgeted cost.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$501,163.
- There were no Capital Improvement purchases made during the month of June.

Mr. Munson moved to accept and file the combined Monthly Financial Report as presented for the month ended June 30, 2020. Ms. Garcia seconded the motion. Motion carried.

Item 10. Executive Session

Chairwoman Stubbs explained that due to another obligation she would need to leave at this time and inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson requested thirty minutes to discuss legal matters pertaining to contracts and potential litigation. **Mr. Munson moved that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is the need to preserve attorney-client confidentiality in the discussion of legal matters on contracts and potential litigation. Mr. Munson stated that the Executive Session will be for a period not to**

exceed thirty minutes beginning at 3:50 p.m. and this meeting shall reconvene at 4:20 p.m. Mr. Rinner seconded the motion. Motion carried.

Vice-Chairman Wright reconvened the Regular Session at 4:20 p.m. and stated that there was no action to be taken as a result of the Executive Session.

Adjournment

Vice-Chairman Wright asked if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Mr. Rinner made the motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:22 p.m.**

These official minutes were approved by the Board of Directors on August 11, 2020.

Michael R. Munson, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Adoption of 2021 MTAA
Budget Authorizing Certification to the
Shawnee County Clerk.**



Date: August 5, 2020

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-2021 Budget was held. As approved at the July 21, 2020 Board meeting, the Notice of Public Hearing was published July 27th in The Topeka Metro News as shown on the attached copy of the notice as published. In addition, the MTAA website has included the Notice since July 23rd.

A copy of the 9-page 2021 budget document to be submitted to the county by August 25th is included with this agenda item.

The 2021 levy limit is determined by computation using the State of Kansas' budget forms. According to this computation, the MTAA's maximum Ad Valorem tax levy for 2021 is \$3,654,826 without the submission of a resolution. Based upon the budget as published, the MTAA's Ad Valorem tax levy for FY-2021 will be \$3,595,278 which is under the calculated threshold. Therefore, the MTAA Board **will not** need to approve a resolution or publish the Notice of Vote.

Following the Public Hearing, each member of the Board will be required to sign the Certificate to:

- a. Certify that the Public Hearing for Fiscal Year 2021 Budget was held;
- b. Approve and adopt the Budget as the maximum expenditures for the General Fund for 2021;
- c. Certify that the amount of 2019 Ad Valorem Tax is within statutory limitations for the 2021 Budget; and
- d. Authorize Certification to the Shawnee County Clerk.

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

CERTIFICATE

2021

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 2021; and (3) the
 Amount(s) of 2020 Ad Valorem Tax are within statutory limitations for the 2021 Budget.

		2021 Adopted Budget			
Table of Contents:		Page No.	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	County Clerk's Use Only
Computation to Determine Limit for 2021		2			
Allocation MVT, RVT, 16/20M Vehicle Tax		3			
Schedule of Transfers		4			
Statement of Indebt. & Lease/Purchase		5			
Fund	K.S.A.				
General	27-333	6	8,215,027	3,595,278	
Debt Service	10-113				
Non-Budgeted Funds		7			
Totals	xxxxxxxxxx		8,215,027	3,595,278	
Budget Summary		8			
Neighborhood Revitalization Rebate		9			
Resolution required? Notice of the vote to adopt required to be published?			No	County Clerk's Use Only	
				Nov. 1, 2020 Total Assessed Valuation	

Assisted by:

//Lisa D. Stubbs//

Lisa D. Stubbs, Chair

Address:

//Thomas E. Wright//

Thomas E. Wright, Vice-Chair

Email:

//Michael R. Munson//

Michael R. Munson, Secretary

//Jim Rinner//

Jim Rinner, Member

Attest: _____, 2020

//Erica Garcia//

Erica Garcia, Member

County Clerk

MTAA Board of Directors

CPA Summary

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Computation to Determine Limit for 2021

		Amount of Levy
1. Total tax levy amount in 2020 budget	+ \$	<u>3,518,827</u>
2. Debt service levy in 2020 budget	- \$	<u>0</u>
3. Tax levy excluding debt service	\$	<u>3,518,827</u>

2020 Valuation Information for Valuation Adjustments

4. New improvements for 2020:	+	<u>20,996,167</u>	
5. Increase in personal property for 2020:			
5a. Personal property 2020	+	<u>36,996,281</u>	
5b. Personal property 2019	-	<u>39,498,450</u>	
5c. Increase in personal property (5a minus 5b)	+	<u>0</u>	
			(Use Only if > 0)
6. Valuation of property that has changed in use during 2020:		<u>14,832,817</u>	
7. Total valuation adjustment (sum of 4, 5c, 6)		<u>35,828,984</u>	
8. Total estimated valuation July, 1,2020		<u>1,770,983,337</u>	
9. Total valuation less valuation adjustment (8 minus 7)		<u>1,735,154,353</u>	
10. Factor for increase (7 divided by 9)		<u>0.02065</u>	
11. Amount of increase (10 times 3)	+ \$	<u>72,660</u>	
12. 2021 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 11)	\$	<u>3,591,487</u>	
13. Debt service levy in this 2021 budget		<u>0</u>	
14. 2021 budget tax levy, including debt service, prior to CPI adjustment (12 plus 13)		<u>3,591,487</u>	
15. Consumer Price Index for all urban consumers for calendar year 2019		<u>0.018</u>	
16. Consumer Price Index adjustment (3 times 15)	\$	<u>63,339</u>	
17. Maximum levy for budget year 2021, including debt service, not requiring 'notice of vote publication' or adoption of a resolution prior to adoption of the budget (14 plus 16)	\$	<u>3,654,826</u>	

If the 2021 adopted budget includes a total property tax levy exceeding the dollar amount in line 17 you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

In no event will published notice of the vote be required if the total budget year tax levy is \$1,000 or less.

Metropolitan Topeka Airport Authority
Shawnee County

2021

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

2020 Budgeted Funds	Tax Levy Amount in 2020 Budget	Allocation for Year 2021				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	3,518,827	405,923	3,953	1,679	12,569	2,123
Debt Service	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	3,518,827	405,923	3,953	1,679	12,569	2,123

County Treas Motor Vehicle Estimate 405,923

County Treas Recreational Vehicle Estimate 3,953

County Treas 16/20M Vehicle Estimate 1,679

County Treas Commercial Vehicle Tax Estimate 12,569

County Treas Watercraft Tax Estimate 2,123

MVT Factor 0.11536

RVT Factor 0.00112

16/20M Factor 0.00048

Comm Veh Facto 0.00357

Watercraft Factor 0.00060

2021

Metropolitan Topeka Airport Authority
Shawnee County

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2019	Current Amount for 2020	Proposed Amount for 2021	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 2020 and/or 2021 from a non-budgeted fund.

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Interest Rate %	Amount Issued	Amount Outstanding Jan 1, 2020	Date Due		Amount Due 2020		Amount Due 2021	
					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:										
KKWPCRLF C20-1432-01	6/1/2002	3.11	2,410,486	380,797	6/1 & 12/1	6/1 & 12/1	9,835	148,803	5,546	153,467
Total Other				380,797			9,835	148,803	5,546	153,467
Total				380,797			9,835	148,803	5,546	153,467

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, 2020	Payments Due 2020	Payments Due 2021
			Total	0	0	0	0

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

Adopted Budget General	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
Unencumbered Cash Balance Jan 1	2,492,527	2,983,863	2,000,000
Receipts:			
Ad Valorem Tax	3,308,040	3,518,827	xxxxxxxxxxxxxxxxxxx
Delinquent Tax	55,815	0	
Motor Vehicle Tax	409,987	398,654	405,923
Recreational Vehicle Tax	3,850	3,873	3,953
16/20M Vehicle Tax	1,812	1,647	1,679
Commercial Vehicle Tax	12,489	13,412	12,569
Watercraft Tax	203	2,098	2,123
LAVTR	0	0	0
In Lieu of Taxes	741	0	0
Fees & Licenses	204,764	204,950	180,950
Leases & Rents	2,006,430	1,850,000	1,850,000
Concessions	0	0	0
Reimbursements	244,653	196,060	177,174
Non-Operating	40,354	5,000	5,000
Interest on Idle Funds	113,184	50,000	20,000
Neighborhood Revitalization Rebate			-39,622
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	6,402,322	6,244,521	2,619,749
Resources Available:	8,894,849	9,228,384	4,619,749
Expenditures:			
Personnel	2,609,912	3,131,648	3,100,541
Professional Services	226,816	448,894	455,412
Personnel Support	29,270	31,000	31,000
Communication Services	74,165	85,871	85,871
Facilities Support	717,762	821,718	858,680
Equipment Support	159,675	179,192	221,915
Revenue Offsets	29,505	24,380	17,141
Capital Improvements	2,060,262	2,095,681	3,334,467
MTAA Capital Projects	3,619	400,000	100,000
Pre-Paid Expenses		10,000	10,000
Cash Forward (2021 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditure:			
Total Expenditures	5,910,986	7,228,384	8,215,027
Unencumbered Cash Balance Dec 31	2,983,863	2,000,000	xxxxxxxxxxxxxxxxxxx
2019/2020/2021 Budget Authority Amount	7,379,474	7,965,506	8,215,027
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			8,215,027
Tax Required			3,595,278
Delinquent Comp Rate: 0.0%			0
Amount of 2020 Ad Valorem Tax			3,595,278

CPA Summary

NOTICE OF BUDGET HEARING

State of Kansas
Special District
2021

The governing body of
Metropolitan Topeka Airport Authority
Shawnee County

will meet on August 11, 2020 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

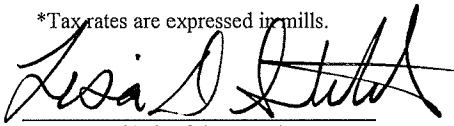
Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2019		Current Year Estimate for 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate*
General	5,910,986	2.037	7,228,384	2.037	8,215,027	3,595,278	2.030
Debt Service							
Non-Budgeted Funds	8,593,651						
Totals	14,504,637	2.037	7,228,384	2.037	8,215,027	3,595,278	2.030
Less: Transfers	0		0		0		
Net Expenditures	14,504,637		7,228,384		8,215,027		
Total Tax Levied	3,449,180		3,518,827		xxxxxxxxxxxxxxxxxxx		
Assessed Valuation	1,695,209,894		1,730,405,521		1,770,983,337		

Outstanding Indebtedness,

Jan 1,	2018	2019	2020
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	664,975	525,078	380,797
Lease Pur. Princ.	0	0	0
Total	664,975	525,078	380,797

*Tax rates are expressed in mills.


Chair of the Board

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Metropolitan Topeka Airport Authority

2021

2021 Neighborhood Revitalization Rebate

Budgeted Funds for 2021	2020 Ad Valorem before Rebate**	2020 Mil Rate before Rebate	Estimate 2021 NR Rebate
General	3,555,656	2.008	39,622
Debt Service	0		0
			0
			0
			0
			0
TOTAL	3,555,656	2.008	39,622

2020 July 1 Valuation: 1,770,983,337

Valuation Factor: 1,770,983.337

Neighborhood Revitalization Subj to Rebate: 19,734,657

Neighborhood Revitalization factor: 19734.657

**This information comes from the 2021 Budget Summary page. See instructions tab #12 for completing the Neighborhood Revitalization Rebate table.

Office of: President
To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Quotes for Emergency Repair
To Roof at 6424 SE Johnston (Bldg. #225).
(Board Action Required)**



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

Date: August 7, 2020

Building #225 is a 2,720sf cement block and metal panel building that was recently vacated by a long-term tenant. We were able to secure a lease with a new tenant immediately and they took possession of the building the day after the previous lease expired. After so many years with the previous tenant, it was necessary to renovate the interior office space with future plans to address the exterior. One section of the roof is in good condition; however, the upper roof is in need of immediate replacement.

Due to the urgent need to replace the leaking roof, staff obtained quotes from three roofing contractors for the work. After reviewing the proposals, we determined Gardner Roofing, Inc. offered the best value for the cost as shown below. The proposal includes demolition and disposal of the existing roof, installation of fully adhered 2" PolyISO insulation board and fully adhered 60-mil white TPO. The roof will have a standard 20-year manufacturer's warranty.

Company Submitting Quote	Details of Quote	Price
JB Turner & Sons Roofing & Sheet Metal	Remove existing roof. Install 2" ISO board over deck, Install 60 mil mechanically attached TPO. Install metal coping and drip edge 20 yr warranty	\$16,000
Gardner Roofing, Inc.	Tear off existing EPDM and gravel roofing. Install 2" ISO board and 60 mil white TPO rubber roofing, mechanically fastened, Install painted cap metal around all edges 20 yr warranty	\$12,400
Midwest Coating, Inc.	Remove existing roof. Install 2" ISO board over deck, Install 60 mil mechanically fastened .60 mil Mule-Hide TPO . Install metal 2-piece coping cap. 20 yr warranty	\$12,985

I recommend the Board authorize staff to contract with Gardner Roofing, Inc. at a cost of Twelve Thousand Four Hundred Dollars and No Cents (\$12,400.00). Funds are available in the 2020 budget for building repairs.

If you have 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.,
Agreement No. 30900280 - Task Order No. 0
CARES Act Projects Preliminary Engineering. (Board Action Required)**



Date: August 7, 2020

As you know, the MTAA received a CARES Act grant of nearly \$17 Million dollars for projects identified in our On-Call agreement with WSP. These projects were included specifically because of this grant. While most are AIP eligible, it is unlikely these would compete well enough to receive discretionary funding. Staff met with WSP to determine priorities of the projects. To develop a comprehensive plan to move forward, WSP proposes to develop individual program tasks to establish the scope, schedule and budgets for the individual projects.

Task Order #0 will aid us in determining better cost estimates for each project. Much of this work will be required during the design phase of each project and will ultimately reduce those costs.

I request the Board approve WSP USA, Inc., Task Order No. 0 – CARES Act Projects - Preliminary Engineering, in the total amount of One Hundred Fifty-Eight Thousand Four Hundred Seventy-Five Dollars (\$158,475.00).

Please contact me if you have any questions.

MTAA CARES ACT FUNDING PROGRAM

The overall program consists of the following Tasks and approximate program budgets:

PROGRAM TASK #	PROGRAM TASK NAME	INITIAL PROGRAM COST BY TASK
1	FOE SRE & Maintenance Facility	\$9.4M
2	TOP Terminal Building	\$2.6M
3	FOE South Jet Bridge Replacement	\$2.2M
4	FOE Fuel Farm	\$2.05M
5	TOP Entrance Improvements	\$0.55M
	TOTAL PROGRAM	\$16.8m

Approximately \$14.0M is estimated to be used for construction costs. Approximately \$2.8M will be used for contingencies and compensation of professional services. The total CARES ACT grant is approximately of \$16.8M awarded to MTAA for use at either FOE or TOP.

Preliminary Task 0 – Programming

This task will be conducted as defined below for each individual program tasks to establish the scope, schedule and budgets for the individual tasks of the overall program.

Task 1 – FOE SRE & Maintenance Facility

Concept:

- SRE & Maintenance facility, budgeted at approximately \$8M in construction value, consisting of one stand-alone structure which will house occupied space by maintenance personnel and include office and crew space, kitchen and dining areas. Also included in this structure will one vehicle repair bay, parts and material storage space, and shop space. Additionally, this structure will be designed for SRE vehicle storage. Bulk storage for sand (heated) and NAC (deicing) material will be stored in the storage component of the structure. Finally, the facility will be complete with concrete apron paving, bituminous asphalt employee parking lot and access road, associated site drainage, fencing/access control gates, site lighting and necessary utilities (water, gravity sanitary, electric, communications).

Scope:

- Programming of space and layout needs will be developed under this Programming Task 0 with respect to current and future operational needs efforts will consist of:
 - Data collection of record information from MTAA
 - Conduct a site tour and interviews with the MTAA staff.

EXHIBIT A

TASK ORDER NO. 30900280A

- With assistance from MTAA, confirm MTAA equipment listing and estimate remaining service life of major equipment pieces.
- Confirm MTAA standard operating procedures and staffing levels.
- Identify functional area needs of the new facility for administration, maintenance, storage, and operations.
- Prepare for and lead a conceptual design charrette with MTAA in which 2 site configurations and general building layout designs will be reviewed. Based upon the review of the alternatives with the design charrette participants, a recommended alternative will be proposed.
- Create Design Criteria Document as a result of programming interviews, observations, design charrette and other reviews. This document will be used to establish functional area relationships within the facility structure(s) and for the site. In this document, identification of major equipment items and architectural, structural, mechanical, plumbing and electrical requirements per functional area will be made. These will include such requirements as, but not limited to, door clearances, finishes, emergency systems, lighting levels, lube and compressed air, ventilation, drainage, sanitary and climate control needs.
- Develop Facility Master Plan to identify future growth/expansion areas for fueling, storage or other needs and how they relate to the current plan.
- Develop layout of preliminary site design for the concrete facility ramp area, and asphalt access road and employee parking lots. Preliminary site design to also include rough grading concepts for drainage.
- Prepare a Cost Estimate of Probable Construction Costs with appropriate contingencies and a Potential Design/Construction Project Schedule including procurement and contracting periods as well as FAA and other agencies having jurisdiction review periods.
- Conduct a Conceptual Design review meeting with MTAA to finalize decisions and direction forward for Design Development and Final Design (under separate task order agreement).

Task 2 – TOP Terminal Building

Concept:

- A new terminal building, budgeted at approximately \$2M in construction value, and approximately sized at 7,500 to 8,500 square feet, consisting of one stand-alone structure which will house occupied space for the following functions:
 - A lobby with a clear view of the aircraft apron, large enough to sit at least 12 people and their luggage at once with a small coffee/snack bar
 - A breakroom, 2 privacy rooms and flight plan desk for pilots
 - Restrooms
 - Kitchen and dinette for FBO
 - FBO office space and 2 workstation counter (transactions)
 - Restaurant kitchen (commercial) with “lunch counter” pass-through and in-dining seating to accommodate 40 patrons (booths and tables)

EXHIBIT A

TASK ORDER NO. 30900280A

- The existing terminal building will be demolished as part of this task. The slab on grade existing foundation of the existing terminal building will be demolished. New asphalt pavement will be put in its place. The new terminal will be located immediately adjacent to the existing building which will remain in operation until the new building is commissioned and permitted for occupancy.
- The new terminal building will be complete with associated site drainage, fencing/access control gates, site lighting and necessary utilities (water, gravity sanitary, electric, communications).

Scope:

- Programming of space and layout needs will be developed under this Programming Task 0 with respect to current and future operational needs efforts will consist of:
 - Data collection of record information from MTAA
 - Conduct a site tour and interviews with the MTAA staff.
 - With assistance from MTAA, confirm kitchen equipment listing and estimate remaining service life of major equipment pieces.
 - Confirm FBO standard operating procedures and staffing levels.
 - Identify functional area needs of the new facility for FBO, pilots, travelers, and restaurant patrons.
 - Prepare for and lead a conceptual design charrette with MTAA in which 2 general building layout designs will be reviewed. Based upon the review of the alternatives with the design charrette participants, a recommended alternative will be proposed.
 - Create Design Criteria Document as a result of programming interviews, observations, design charrette and other reviews. This document will be used to establish functional area relationships within the facility structure(s) and for the site. In this document, identification of major equipment items and architectural, structural, mechanical, plumbing and electrical requirements per functional area will be made. These will include such requirements as, but not limited to, finishes, emergency systems, lighting levels, drainage, sanitary and climate control and communication/IT needs.
 - Develop layout of preliminary site design for paving of asphalt parking at existing demolished site. Preliminary site design to also include rough grading concepts for drainage.
 - Prepare a Cost Estimate of Probable Construction Costs with appropriate contingencies and a Potential Design/Construction Project Schedule including procurement and contracting periods as well as FAA and other agencies having jurisdiction review periods.
 - Conduct a Conceptual Design review meeting with MTAA to finalize decisions and direction forward for Design Development and Final Design (under separate task order agreement).

Task 3 – FOE South Jet Bridge Replacement

Concept:

- The existing passenger boarding bridge (PBB) will be replaced with new apron drive PBB with appropriately sized PCAir and GPU's (to be considered as add-alternates) to accommodate

EXHIBIT A
TASK ORDER NO. 30900280A

current and future aircraft mixes at the gate. The project will also include required electrical upgrades and security system upgrades to maintain terminal door access at the gate. Off-site disposal of existing equipment not retained is included in the project scope.

- Estimated construction costs are \$1.9M.

Scope:

- Programming of passenger boarding bridge size and layout needs will be developed under this Programming Task 0 with respect to current and future operational needs efforts will consist of:
 - Data collection of record information from MTAA
 - Conduct a site tour and interviews with the MTAA staff (and FBO personnel, as directed by MTAA).
 - Confirm size and type of aircraft to utilized proposed passenger boarding bridge.
 - Identify functional area needs of the new facility for FBO, airline personnel and travelers.
 - Create Design Criteria Document as a result of programming interviews, observations, and other reviews. This document will be used to establish functional area relationships within the facility structure(s) and for the site. In this document, identification of major equipment items and architectural, structural, mechanical, plumbing and electrical requirements per functional area will be made. These will include such requirements as, but not limited to, finishes, emergency systems, lighting levels, climate control and communication/IT needs.
 - Develop layout of preliminary site design for apron improvements associated with the passenger boarding bridge. Preliminary site design to also include rough grading concepts for drainage.
 - Prepare a Cost Estimate of Probable Construction Costs with appropriate contingencies and a Potential Design/Construction Project Schedule including procurement and contracting periods as well as FAA and other agencies having jurisdiction review periods.
 - Conduct a Conceptual Design review meeting with MTAA to finalize decisions and direction forward for Design Development and Final Design (under separate task order agreement).

Task 4 – FOE Fuel Farm

Concepts:

- The airport wishes to install a new bulk fuel aviation fuel storage facility for both Avgas and Jet-A. The proposed facility shall utilize bulk loading/unloading/recirculation pump and filter skids which serve to unload the over the road transport trucks, load refueler vehicles and allow for recirculation of the system or tank to tank transfer in the event of multiple tanks. The proposed skids would be sized at 200 gpm for Avgas and 400 gpm for Jet-A.
- For the anticipated fuel usage, a 12,000-gallon Avgas tank is proposed and ultimate storage capacity for 100,000 gallons of Jet-A fuel. Facility shall be initial sized to 60,000 gallons of Jet-A with the capability of being expanded to 100,000 gallons of Jet-A. With approximately 1,000,000 gallons of Jet-A usage annually, approximately 20,000 gallons of Jet-A per week are

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used. Based upon this data, two 20,000-gallon tanks would be generally recommended. Due to the fact Boeing 747 charters that are seen occasionally, additional storage capacity is required to provide ample fuel on hand to service this aircraft. Typical fuel loads may reach 35,000 gallons depending upon flight duration. The additional capacity will provide the buffer as required; however, this doesn't mean the tanks have to be kept full continually. The additional storage volume of the 60,000-gallon system allow the operator to store additional fuel in anticipation of the scheduled charter.

- The State of Kansas and the City of Topeka have both adopted the International Fire Code. As such, there is no limit to the size of double wall tank that can be used to provide secondary containment. As discussed in the past, there are two options for containment. The first being the use of double wall tanks. The second is to install single wall tanks inside a concrete dike area.
- When double wall tanks are used, they are generally placed on concrete foundations with a concrete slab beneath the tanks and piping. The slab has a 6" curb around the perimeter to provide general containment for the piping. Due to the size of the proposed tanks, it appears to be more cost effective to provide single wall tanks with sized concrete secondary containment.
- In addition to the containment for the tanks, the fuel transfer shall be provided sized containment. Generally, the concrete pads where the transport delivery trucks and the refueler vehicles park is served with a containment drainage system that is routed to a concrete containment basin sized for a 25-year 24-hour storm event and the largest fueling vehicle/compartments. A normally closed valve is placed downstream of the basin to prevent a fuel spill from discharging from the basin. Following a rain event, the basin is inspected, if no sheen is present, the water may be discharged to either storm or sanitary depending upon the local requirements. It is proposed to place the two fuel pumping skids on a concrete pad that drain towards the truck containment area pad. To minimize construction costs, a single truck parking area would be used for unloading and loading both Avgas and Jet-A. As discussed in the past, the EPA's Spill Prevention Control and Countermeasures (SPCC) regulations require the refuelers to be parked in containment if they operation is not manned 24-hours per day. If additional parking is required, the containment/parking area may be expanded as well as the associated containment basin.
- Estimated construction costs (without double wall tanks) are \$1.68M.

Scope:

Programming of fuel farm layout, storage and piping system needs will be developed under this Programming Task 0 with respect to current and future operational needs efforts will consist of:

- Data collection of record information from MTAA and the FBO.
- Travel to and conduct and participate in an on-site project kick-off meeting (Trip 1) to:
 - Fully understand the scope of the project, familiarize ourselves with the airport, start preliminary discussions regarding the overall concept of the system, review available data and to define the project scope, schedule and Owner objectives.
 - Open a dialog with the MTAA staff, Airport personnel, the FBO, and fuel operators.
 - Study the existing UG fuel facility

EXHIBIT A
TASK ORDER NO. 30900280A

- Assess potential sites for the new fuel facility
- Confirm FBO standard operating procedures, staffing levels, equipment preferences, maintenance schedules and preferences and vehicle access preferences, that will be taken into account during design and construction.
- Prepare for, participate in and lead an initial schematic design stakeholder meeting with MTAA in which up to two (2) general fuel facility concepts are presented, evaluated and considered. Based upon the review of the alternatives with the design stakeholder meeting participants, a recommended alternative will be proposed.
- Prepare a Basis of Design (BOD) letter consisting of but not limited to a general description of the maintenance, schematic layouts, and conceptual design criteria with appropriate exhibits to indicate clearly the considerations involved, including applicable requirements of governmental authorities having jurisdiction, the alternative solutions available to the Owner, and setting forth the Engineer's findings and recommendations. The purpose of the letter is to identify and clearly communicate the design criteria that the Engineer will follow during the following design phase. This document shall provide (at a minimum):
 - Results of programming interviews, observations, design stakeholder meetings and other reviews.
 - Proposed facility layout
 - Optional facility layouts (if applicable)
 - Preliminary design calculations
 - Truck turn/movement simulations
 - Tank sizing and days-of-reserve capacity calculations
 - Preliminary code analysis and compliance considerations
 - Identification of containment system to be utilized
 - Containment capacity requirements
 - Sizes of proposed and future elements of the fuel storage system
 - Tanker and refueler vehicle access to the farm
 - Drainage issues or obstacles
 - Utility issues or obstacles
 - Security and major equipment items
 - Preliminary phasing considerations
- Participate in various coordination meetings, as necessary, with the team.
- Develop the preliminary layout for the design for selected fuel facility location. Preliminary site design to also include rough grading concepts for drainage.
- Develop a preliminary list of design scope, to be performed in the next phase of the program.
- Develop a preliminary Engineers Estimate of Probable Cost with appropriate major infrastructure and equipment, contingencies and a potential Design/Construction costs
- Develop a preliminary Project Schedule including procurement and contracting periods as well as FAA and other agencies having jurisdiction review periods.
- Prepare for, participate in and lead a final Schematic Design review meeting (Trip 2) with MTAA to finalize decisions and direction forward for Design Development and Final Design (under separate task order agreement).

EXHIBIT A

TASK ORDER NO. 30900280A

- Successive phases of the program for detailed design, bidding, permitting and construction administration/support will follow, however are not included at this time.

Task 5 – TOP Entrance Road Improvements

Concept:

- A rehabilitated entrance road to the Philip Billard Municipal Airport facility, starting at the intersection of NE Sardou Avenue and NE Strait Street and proceeding onto the airport property and terminating at the intersection of the entrance road and the road leading immediately north of the power vault.
- The purpose of the project is to:
 - Improve drainage of the roadway such that water no longer ponds on the roadway surface, especially along north and northwest sides of the roadway, and
 - Improve the structural integrity of the roadway.
- Project elements will include:
 - Crack and joint cleaning and sealing.
 - Pavement joint patching.
 - Grading along the north and northwest side of the roadway to facilitate better drainage from the roadway surface to the neighboring drainage swale.
 - Tapered milling (4" to 8")
 - Excavation, base rock and asphalt base course for a 2' pavement widening along the north and northwest side of the roadway.
 - 4" bituminous asphalt surface course.
 - Pavement marking for new centerline "no passing" zone.
 - Seeding and mulching of disturbed areas.
- The roadway improvement project will not be performed until after the new terminal building project (Task 2) is completed.
- Clearances between existing overhead wires appear to be lower than normal roadway clearance requirements.
- Geotechnical investigations will be performed as part of the programming to confirm that anticipated scope of project work can be performed.
- Estimated construction costs for the project are \$0.45M.

Scope:

- Investigate existing pavement thickness.
- Surveys will provide for investigations of clearances of overhead wires to the surface of the entrance roadway. No other survey data will be collected during programming phase.
- Develop preliminary (concept) layout.
- Develop preliminary concept quantities.
- Develop a preliminary Engineers Estimate of Probable Cost with appropriate major infrastructure, contingencies and a potential Design/Construction costs.

TASK 0 – PROGRAMMING SCHEDULE

WSP will conduct programming for each task to the following schedule:

TASK / TIME	Sept 2020		Oct 2020		Nov 2020		Dec 2020	
Task 1 – FOE SRE & Maintenance Facility								
Task 2 – TOP Terminal Building								
Task 3 – FOE South Jet Bridge Replacement								
Task 4 – FOE Fuel Farm								
Task 5 – TOP Entrance Road Enhancement								

TASK 0 – PROGRAMMING COMPENSATION

TASK	AMOUNT
Task 0 – CARES Act Programming Administration	\$15,154
Task 0.1 – CARES Act Surveying for Entrance Road	\$840
Task 1 – FOE SRE & Maintenance Facility	\$57,880
Task 2 – TOP Terminal Building	\$32,539
Task 3 – FOE South Jet Bridge Replacement	\$17,450
Task 4 – FOE Fuel Farm	\$29,361
Task 5 – TOP Entrance Road Enhancement	\$5,251
TOTAL COMPENSATION	\$158,475

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Jul-20	Jul-19	Jul-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through July	Calendar Yr Totals	Y-T-D Through July	Calendar Yr Totals
Air Carrier	4	4	0	55	174	265	92	126
Air Taxi	30	26	26	208	199	373	252	390
Itinerant General	599	501	429	3,084	2,717	5,007	2,711	4,283
Itinerant Military	641	500	113	3,366	3,242	5,765	1,619	2,503
Local Civil	130	8	30	633	360	710	267	425
Local Military	1,080	712	14	5,278	3,689	6,475	1,169	1,915
GRAND TOTAL	2,484	1,751	612	12,624	10,381	18,595	6,110	9,642

PASSENGER ACTIVITY	Jul-20	Jul-19	Jul-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through July	Calendar Yr Totals	Y-T-D Through July	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	-	149	-	2,075	2,350	4,663	1,716	3,288
Passengers Deplaned	-	149	-	2,029	1,953	3,853	1,789	3,077
Aircraft Landed	3	2	1	56	54	90	54	76
MILITARY CHARTERS								
Passengers Enplaned	150	-	-	150	8,490	8,539	721	721
Passengers Deplaned	-	-	-	83	3,571	9,242	407	407
Aircraft Landed	2	1	-	5	58	117	14	27
Combined Total Passengers Enplaned	150	149	-	2,225	10,840	13,202	2,437	4,009
Combined Total Passengers Deplaned	-	149	-	2,112	5,524	13,095	2,196	3,484



Billard Airport

TOP FAA TOWER OPERATIONS	Jul-20	Jul-19	Jul-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through July	Calendar Yr Totals	Y-T-D Through July	Calendar Yr Totals
Air Carrier	0	0	0	0	0	19	2	6
Air Taxi	46	110	144	439	594	1,163	1,128	1,704
Itinerant General	1,090	1,341	1,169	5,858	6,673	11,637	7,388	10,258
Itinerant Military	50	76	36	269	429	733	735	1,129
Local Civil	554	610	650	3,104	3,514	5,992	4,452	6,104
Local Military	60	0	0	136	6	22	52	56
GRAND TOTAL	1,800	2,137	1,999	9,806	11,216	19,566	13,757	19,257



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

**DELINQUENT ACCOUNTS
AS OF JULY 31, 2020**

DELINQUENT ACCOUNTS AS OF JULY 31, 2020											
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			
								T E L	L R	A T G R	L G L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD	RENT/FC	\$12,146.01	\$2,423.62	\$2,244.12	\$2,244.12	\$3,230.82	\$2,003.33	X	X		
HEARTLAND TREE SERVICE	RENT/FC	\$304.50	\$304.50	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
T & J AUTO REPAIR	RENT/FC	\$3,366.09	\$1,729.75	\$1,636.34	\$0.00	\$0.00	\$0.00	X	X		
MARK LEWIS PROPERTIES	RENT/FC	\$660.10	\$660.10	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
PROMETAL FABRICATIONS	RENT/FC	\$1,106.81	\$1,106.81	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
R&R PALLET	RENT/FC	\$23,261.72	\$22,456.89	\$804.83	\$0.00	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT CORP	RENT/FC	\$27,490.13	\$12,042.61	\$3,861.88	\$3,861.88	\$3,861.88	\$3,861.88	X	X		X
SUBTOTAL		\$64,473.48	\$40,724.28	\$8,547.17	\$6,106.00	\$7,092.70	\$2,003.33				
- VACATED TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
TOPEKA REGIONAL AIRPORT:											
- TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
- AIRPORT USER LANDING FEES -											
ELITE AIRWAYS LLC	LANDING FEES	\$1,718.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,718.00	X	X		
MIAMI AIR INTERNATIONAL	LANDING FEES	\$2,428.00	\$0.00	\$0.00	\$0.00	\$2,428.00	\$0.00				X
SWIFT AIR LLC	LANDING FEES	\$4,982.90	\$0.00	\$0.00	\$1,145.00	\$1,995.50	\$1,842.40	X	X		
SUBTOTAL		\$9,128.90	\$0.00	\$0.00	\$1,145.00	\$4,423.50	\$3,560.40				
PHILIP BILLARD:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
MARK LEWIS PROPERTIES - BLDG 248		\$107.15	\$107.15	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT CORP - BLDG 281		\$688.79	\$688.79	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MARK LEWIS PROPERTIES - BLDG 629		\$107.15	\$107.15	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
GRANDMOTHERS		\$479.16	\$479.16	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$1,382.25	\$1,382.25	\$0.00	\$0.00	\$0.00	\$0.00				
GRAND TOTALS		\$74,984.63	\$42,106.53	\$8,547.17	\$7,251.00	\$11,516.20	\$5,563.73				

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 2020

April 2020 CPI is 0.3%

ANNUAL RENT

TENANT	ADDRESS (FACILITY #)	FROM	TO
NEW:			
NONE		\$0.00	\$0.00
RENEWALS DUE:			
NFI Interactive Logistics LLC	Parking Lot #12	\$4,306.32	\$4,392.45
OPTIONS:			
Southeast Kansas Education Service Center - (2% Inc)	6822 SE Ross St. (#605)	\$125,010.00	\$128,760.30
INCREASES:			
DXC.technology - (2% Inc)	Parking Lot #1	\$3,094.86	\$3,156.76
DXC.technology - (2% Inc)	Parking Lot #2	\$3,094.86	\$3,156.76
DXC.technology - (2% Inc)	Parking Lot #3	\$1,272.96	\$1,298.42
DXC.technology - (2% Inc)	Parking Lot #4	\$2,960.39	\$3,019.60
Freeman Holdings, LLC- (CPI Inc)	7008 SE Forbes Ave. (#601)	\$48,747.33	\$48,893.57
New-Jetz, LLC - (CPI Inc)	3600 NE Sardou Ave. #27	\$6,887.94	\$6,908.60
UAR Direct, LLC - (CPI Inc)	421 SE Axton St. (#197)	\$10,972.08	\$11,005.00
DECREASES:			
NONE		\$0.00	\$0.00
MISCELLANEOUS:			
NONE		\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$210,591.46
Old Annl. Rate	\$206,346.74
Annual Diff.	\$4,244.72
/12	\$353.73
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	\$353.73

Metropolitan Topeka Airport Authority
Monthly Gross Rental Income Report
July 2020

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT	
1	Air National Guard		Jt. Use. Agreement	\$5,465.83	*
2	American Flight Museum	1	612	\$1,274.65	
3	Combat Air Museum	2,3	602/604	\$281.23	
4	Freeman Holdings LLC	4	600	\$1,604.11	
	" "	5	601	\$4,074.46	
	" "	6	178	\$60.61	
	" "	7	609	\$2,354.31	
	" "	8	610 - Suite 10,11	\$5,265.57	
	" "	9	Land Lease (#613)	\$769.99	
	" "	10	619	\$2,269.58	
	" "	11	627	\$491.97	
	" "	12	697	\$375.46	
5	Gary Properties LLC	13	626	\$1,755.50	
6	Haselwood Farm Inc.	14	Farm	\$159.59	***
	Haselwood Farm Inc.	15	Farm A	\$102.79	***
	Haselwood Farm Inc.	16	Farm B	\$725.88	***
	Haselwood Farm Inc.	17	Farm C	\$94.69	***
7	Pettit, Brooks	18	603 - 240sf	\$50.00	
8	Shawnee County	19	667 (Firing Range)	\$509.00	****
9	Topeka Police Dept.	20	669 (Firing Range)	\$101.36	***
				\$27,786.58	

TENANT			FACILITY	MONTHLY RENT
1	A-1 Restaurant and Bar Supply	1	252	\$2,750.00
	A-1 Restaurant and Bar Supply	2	139 (storage)	\$500.00
	A-1 Restaurant and Bar Supply	3	260	\$2,244.00
2	AT&T Services, Inc.	4	280	\$472.19
3	Advanced Coatings Inc.	5	137	\$842.02 ***
4	Baston Global	6	657	\$1,547.81
5	Blue Jazz Java LLP	7	243	\$2,173.62
6	Brackett, Inc.	8	451	\$3,915.33
7	Chigbo Nzewke	9	181	\$52.17
8	Coca-Cola Enterprises, Inc.	10	Land Lease (#400)	\$1,921.00
9	Concrete Supply of Topeka, Inc.	11,12,13	147-148-149	\$1,603.78
10	DXC Technology	14	Parking Lot #1	\$263.06
	" " "	15	Parking Lot #2	\$263.06
	" " "	16	Parking Lot #3	\$108.20
	" " "	17	Parking Lot #4	\$251.63
11	F&L Enterprises Inc. dba WOW Truck and RV Wash	18	100	\$1,116.00
12	Federal Aviation Administration	19	620	\$862.27
13	FedEx Freight	20	Lot	\$600.00
14	Gallery Classic, Inc.	21	384	\$4,377.50
15	Groendyke Transport Inc	22	6N Lot A	\$618.32
16	Ground 1, LLC	23	Land Lease (#453)	\$5,798.61
17	H2I, LLC	24	Land Lease (#255)	\$659.05
18	Henderson, Brad d/b/a Heartland Tree Service	25	260W Parking Lot	\$300.00
19	Houser Enterprises, Inc	26	167	\$6,150.00
20	JSLewis, Inc.	27	415	\$368.12
21	Joe Conroy Contractor Inc	28	225	\$1,263.87
22	KADA Enterprises LLC	29	260E Parking Lot	\$300.00
23	Kansas Sand & Concrete, Inc	30	Axton St - Lot A	\$1,170.21
24	Kirk, Paul L.	31	140	\$1,733.33
25	Klalon Real Estate, LLC	32	Land & Bldg. Lease (#622)	\$1,490.70
26	Koelling, Michelle & Duke d/b/a MDK	33	801	\$1,190.09
27	LMC, Inc.	34	321	\$367.55
	" " "	35	Land Lease (#383)	\$226.06
	" " "	36	820	\$1,138.55
	" " "	37	Land Lease (#621)	\$253.51
28	Lewis, Mark A. d/b/a M. Lewis Properties	38	248	\$198.13
	" " "	39	629	\$452.21
29	Lynch, Tony C. d/b/a T&J Repair	40	114	\$1,574.37
30	MAXIMUS, Inc.	41	Parking Lot #6	\$718.94
31	McPherson Contractors Inc.	42	452	\$1,104.10
32	Mr. O Auto Sales, LLC	43	183	\$323.45
33	Murray, Christopher d/b/a Mid-America Painting	44,45	123/129	\$533.21
34	NFI Interactive Logistics LLC	46	University & Bleckley Lot	\$366.04
35	Poplin' Squeeze	47	180-E	\$1,358.58
36	ProMetal Fabrication, LLS	48	379	\$969.00
37	R & R Pallet of Garden City, Inc	49	170 A	\$6,307.86
	R & R Pallet of Garden City, Inc	50,51,52	170 B/C & Axton Lot B	\$10,960.81
	R & R Pallet of Garden City, Inc.	53	Engle Lot	\$761.42
	R & R Pallet of Garden City, Inc.	54	170-D	\$3,869.62
38	Rippe Enterprises	53	Lot A 61st Street	\$555.27
39	Rural Development Corp.	55	281	\$1,778.89
	" " "	56	624	\$4,998.40
	" " "	57,58	638/818	\$1,853.36
	" " "	59	Parking Lot #19	\$894.98
	" " "	60	Parking Lot #20	\$467.50
	Rural Development Corp. 1	61	Lot J	\$155.52
	" " "	62	Lot K	\$892.95
40	SEKESC - Greenbush	63	605	\$10,730.03
41	Sports Car Club of America	64	300	\$6,976.58
42	Sunflower Auto Auction, LLC	65	131	\$3,412.24
43	Topeka Construction, LLC	66,67	Land & Bldg. Lease (#449 & #450)	\$1,061.46
	" " "	68	Land & Bldg. Lease (#448)	\$332.04
44	T.R. Management Inc.	69	154	\$1,004.79
	" " "	70	344	\$2,366.19
45	UAR Direct, LLC	71	197	\$917.08
46	Vaerus Aviation, Inc.	72	151	\$1,309.44
47	Washburn Institute of Technology	73	Lot Z University & Dwight	\$500.00
				\$118,596.07

	TENANT		FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$102.50
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,038.70
3	Heartland Airplanes, LLC	3	9	\$241.17
4	Hetrick Aviation, LLC	4	26	\$3,477.93
5	Kaw Valley Aviation, LLC	5	T-Hangars, Fuel Farm	\$3,665.93 ****
	" "	6	4 - Suite 5 & 6	\$1,249.64
	" "	7	7	\$1,252.35
6	Riverside Farms LLC	8	Farm	\$2,203.74 ***
7	RJ Meier Farms LLC	9	Farm	\$2,061.68 ***
8	NOAA	10	Weather Station	\$3,536.73
9	New-Jetz, LLC	11	Land (#27)	\$575.72
10	R&B Aircraft	12	10	\$864.49
	" "	13	12	\$54.88
11	Teamsters Local Union #696	14,15,16	1,2,3	\$1,900.28
12	Technical Applications & Consulting	17	17	\$1,669.54
				\$23,895.28

GRAND TOTALS

68	TENANTS	110	FACILITIES	\$170,277.93
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*Paid Quarterly

** Paid Semi-Annually

***Paid Annually

****Paid 10 Yrs in Advance

*****Minimum Guarantee

Metropolitan Topeka Airport Authority
Monthly Lease Income Net Change Report
July 2020

	JUL 2020	JUN 2020	MAY 2020	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	10	10	10	12	11	11
FACILITIES LEASED	20	20	20	21	21	22	22	20	22	26	27
TOPEKA REGIONAL BUSINESS CENTER TENANTS	47	47	47	48	43	44	42	39	38	39	39
FACILITIES LEASED	73	73	73	75	69	69	66	57	55	56	58
PHILIP BILLARD AIRPORT TENANTS	12	12	12	12	12	14	14	13	12	11	11
FACILITIES LEASED	17	17	17	17	17	19	19	18	21	19	18
TOTAL TENANTS	68	68	68	69	64	68	68	62	62	61	61
FACILITIES LEASED	110	110	110	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 170,278	\$ 169,924	\$ 169,877	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$ 113,043	\$ 121,201	\$ 119,965
NET CHANGE	\$ 354	\$ 47	\$ 1,333	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)