

MTAA Board Meeting 3:00 PM

Tuesday, September 21, 2021

MTAA Administrative Office – Board Room

6510 SE Forbes Ave., Building #620

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

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of August 10, 2021.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Consider Construction of Storm Drain at 6804 SE Ross St. (Hangar 612).

INFORMATION ONLY ITEMS:

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



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

Board of Directors

Metropolitan Topeka Airport Authority August 10, 2021

Public Hearing for 2022 Budget.....2:30 PM

Tom Wright, Board Chair, opened the Public Hearing of the MTAA's 2022 Budget with the following Board members present: Mike Munson and Brian Armstrong. Erica Garcia-Babb arrived during the Public Hearing. Lisa Stubbs was unable to attend. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Col. Greg Dunn, MTAA Police & Fire Dept.
- Maj. Bill Wempe, MTAA Police & Fire Dept.
- Capt. Frank Rezac, MTAA Police & Fire Dept.
- Timothy Resner of Frieden & Forbes, LLP – Legal Counsel to the Board

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

Chairman Wright asked Staff to present the budget for discussion. Ms. Trobough stated that there had been no changes made to the 2022 budget form since the approval for publication on July 20, 2021. The notice was posted on the MTAA website and sent to Topeka Metro News for publication on July 26, 2021. As published, and based on the current information provided by Shawnee County on the property valuation as of July 1, 2021, the proposed budget reflects a mill levy of 1.928 which remains under the Revenue Neutral Rate of 1.964 as established.

Chairman Wright addressed those present by asking if anyone would like to speak regarding the 2022 Budget as published. No one responded.

Chairman Wright adjourned the public hearing at 2:40 PM and announced that the Regular Board Meeting would convene at 3:00 PM.

Regular Monthly Meeting 3:00 PM

Tom Wright, 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: Mike Munson; Erica Garcia-Babb and Brian Armstrong. Lisa Stubbs was unable to attend. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Col. Greg Dunn, MTAA Police & Fire Dept.
- Maj. Bill Wempe, MTAA Police & Fire Dept.
- Capt. Frank Rezac, MTAA Police & Fire Dept.
- Terry Poley, MTAA Maintenance
- Timothy Resner of Frieden & Forbes, LLP – Legal Counsel to the Board

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

Item 1. Notice.

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

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of July 20, 2021.

Chairman Wright asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of July 20, 2021 and inquired if there were any additions, corrections or comments to the Minutes.

Mr. Munson moved to approve the Minutes of the Regularly Scheduled Board Meeting of July 20, 2021. Mr. Armstrong seconded the motion. Motion carried.

Item 3. Public Comment

It was noted that Walt Frederick, General Manager of Million Air-Topeka had requested to come before the Board, but he was not in attendance. Mr. Johnson stated that he had not heard from Mr. Frederick that he was not planning to attend.

Item 4. Adopt the Agenda.

Chairman Wright inquired if there were any changes to the Agenda as presented. Mr. Johnson replied that Staff had nothing to add. **Mr. Armstrong made a motion to adopt the Agenda as presented. Ms. Garcia-Babb seconded the motion. Motion carried.**

Item 5. Consider Adoption of 2022 MTAA Budget Authorizing Certification to the Shawnee County Clerk.

Mr. Johnson reported that the MTAA Board is required to file a Certificate with the Clerk of Shawnee County, State of Kansas to certify that a public hearing for the MTAA FY-2022 Budget was held.

Mr. Johnson stated that each member of the Board is required to sign the Certificate to:

- a. Certify that the Public Hearing for Fiscal Year 2022 Budget was held;
- b. Approve and adopt the Budget as the maximum expenditures for 2022;
- c. Certify that the amount of 2021 Ad Valorem Tax is within statutory limitations for the 2022 Budget; and
- d. Authorize Certification to the Shawnee County Clerk.

Ms. Garcia-Babb made a motion to adopt the 2022 MTAA Budget and authorized Certification to the Shawnee County Clerk. Mr. Armstrong seconded the motion. Motion carried.

Information Only Items:

Item 6. Monthly Reports

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

Mr. Johnson provided the following report:

- A representative from the City of Topeka will be joining Mr. Johnson at the air service forum in August which is hosted by Volaire. This is an event previously attended by Mr. Johnson at which the Topeka representatives will have an opportunity to meet with several airlines to present what our community has to offer.
- Following the airline meeting, the FAA's 4-States conference is planned for August 26th and 27th. This is the first conference since 2019 and is expected to offer a lot of new information to be shared. It was recently announced that the FAA personnel will not be allowed to attend in person, but instead, they will be presenting via Zoom. There is still potential for it to be a worthwhile conference so the MTAA will be represented.
- An RFQ for an architect to assist with the terminal renovations at Topeka Regional Airport will be advertised. Initially it was thought this wouldn't be necessary but like a lot of other information coming from the FAA about the pandemic-recovery grants, it changed.

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

Mr. Johnson provided the following report:

- There is a new tenant in Building 260. A 3-year lease at market value was signed. This leaves only 2 buildings not under lease right now. There has been some interest expressed in one of those and talks continue. The other building is being used temporarily by an existing tenant for storage of building materials. It requires renovation before it can be advertised for lease.

Mr. Armstrong inquired about the wildlife control on the airport. Mr. Johnson explained the MTAA's alternative in the absence of USDA for the next couple of months.

- **DELINQUENT ACCOUNTS (as of 07/31/2021)**

- Paul Kirk dba Advance Street Rod Design – Account remains delinquent for a portion of the October invoice and finance charges;
- Gary Properties LLC – Delinquent for July invoice & finance charges;
- Heartland Tree Service – Delinquent for July invoice & finance charges;
- Tony Lynch – Delinquent for a portion of July invoice & finance charges;
- Klaton Real Estate dba Midwest Health – Delinquent for July invoice & finance charges;
- Mark A. Lewis – Delinquent for July invoice & finance charges on rent and utility accounts;
- Prometal Fabrication LLC – Delinquent for July invoice & finance charges;
- R&R Pallet – Account remains delinquent for Finance Charges not paid from October through June;
- Rural Development Corporation – Partial payments were received for the March, April, May & June, July and August 2020 invoices. Finance charges on unpaid balances each month. All unpaid charges relate to Bldg. #624.

Mr. Johnson provided the following report on July Leasing Activity:

- **LEASE ACTIVITY (CPI is 4.2%)**

- **NEW LEASES/RENEWALS**

- Gainwell Technologies LLC (fka DXC Technologies) renewed & combined the four parking lot leases behind 6511 SE Forbes Ave. (Bldg. #283) at a 2% increase.

- **OPTIONS EXERCISED**

- Three (3) lease options were exercised: one (1) at a contractual fixed-rate increase and two (2) at CPI increases.

- **INCREASES**

- Two (2) leases received CPI increases.

- **DECREASES** – None

- The current monthly rental income is \$170,943 which is approximately \$2,051,320 per year.

6.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following report:

- The report for the month ending **07/31/2021** reflects revenue to be \$84,090 ahead of the budget which is a net result from:
 - a. Taxes and Assessments receipts remain at \$22,256 less than the anticipated budgeted;
 - b. Landing Fees income shows to be \$21,186 less than budgeted;
 - c. Fuel Flowage Fees are \$9,679 more than the anticipated budgeted;

- d. Passenger Facility Charges are under budget by \$5,327;
- e. Lease & Rental Fees actual income is \$139,413 more than budgeted;
- f. Reimbursements total to be \$4,775 more than budgeted;
- g. CD Interest income is \$1,706 less than the budgeted amount;
- h. Water/Sewer Sales are \$770 less than budgeted with Water/Sewer Costs reflecting to be \$26,403 more than the budgeted costs.
- Overall, the operating expenses ended the year with a favorable budget variance of \$343,945.
- Capital Improvement purchases made during the month of July are as follows:
 - a. **VEHICLES** – Took delivery of the Board-approved Maintenance 4X2 Pickup Truck at a cost of **\$22,568**. The 4X4 Pickup is expected in the September-October timeframe.

Mr. Munson moved to accept and file the combined Monthly Financial Report as presented for the month ended July 31, 2021. Mr. Armstrong seconded the motion. Motion carried.

Item 10. Executive Session

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

Adjournment

Chairman Wright asked if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Mr. Armstrong made the motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 3:40 p.m.**

These official minutes were approved by the Board of Directors on September 21, 2021.

Michael R. Munson, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson



Subject: **Board of Directors to Consider Construction
of Storm Drain at 6804 SE Ross St. (Hangar 612).
(Board Action Required)**



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL
AIRPORT & BUSINESS CENTER

BILLARD AIRPORT

Date: September 17, 2021

On two separate occasions, the MTAA constructed or reconstructed storm drains to prevent our leased hangars from flooding during heavy rains. We are seeing the same thing happen at Hangar 612. During heavy rain downfall, the existing storm drains located on the apron are overwhelmed causing the water to enter through the hangar doors and flooding the building.

I asked Jay Freund, WSP, to provide an estimated cost of design and construction engineering services for drainage improvements at Hangar 612. The draft version of Task Order No. 3 to the On-Call engineering services contract, included with this memo, identifies the cost of these services. Counsel will be provided the final documents for review when available.

The design cost for this project is Thirty Thousand Ninety Dollars and Zero Cents (\$30,090.00) with the construction engineering services being an estimated amount of Thirty-Two Thousand Two Hundred Forty Dollars and Zero Cents (\$32,240.00) for a total amount of Sixty-Two Thousand Three Hundred Thirty Dollars and Zero Cents (\$62,330.00). The anticipated cost of construction is approximately \$125,000.00 based on previous projects and factoring in inflation. Once bids are received, we will bring those to the Board for consideration and approval.

I believe this is a worthwhile project as the tenant is currently working on plans to install new siding on the hangar. Both projects will significantly improve the value of the hangar. I would recommend that the Board approve Task Order No. 3 as presented and authorize me to sign on behalf of the MTAA after final review by Counsel.

Should the Board approve this project, funding is available in the 2021 budget. If you have any questions, please do not hesitate to contact me.

WSP USA Agreement No. – 3 30900280C

Task Order No. 3 – 2022 Building 612 Drainage Improvements

DESIGN AND CONSTRUCTION PHASE SERVICES

This Task Order No. 3 – 2022 Building 612 Drainage Improvements Design and Construction Phase Services is made and entered into this _____ day of _____, 2021, by and between **the Metropolitan Topeka Airport Authority**, (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 21 July 2020;

WHEREAS, MTAA has determined the need for CONSULTANT to perform Design (Phase One) and Construction Phase Services (Phase Two) for the drainage improvements at Building 612 located at Topeka Regional Airport, Topeka, Kansas

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

SCOPE OF CONSULTANT SERVICES – PHASE ONE AND PHASE TWO

I. Project Objective:

A. Background.

This project is for the design and construction administration services of drainage improvements at Building 612 at Topeka Regional Airport, Topeka, Kansas for the Metropolitan Topeka Airport Authority (MTAA). The purpose of the drainage improvements is to collect stormwater runoff from the general aviation apron prior to its entry into Building 612 through the aircraft doors located on the east side of the building. The MTAA has expressed a desire to utilize a trench drain system that has been successfully utilized in other locations on the airfield (Building 601 and Building 602).



B. Physical Project Goals:

1. Provide for the design of and construction administration of drainage improvements for Building 612 to collect stormwater runoff on the east side of building.
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 project and shall be referenced as such in lieu of the City of Topeka where 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, 2013 Edition (Revised May 2016).
4. Standard details shall be based upon the City of Topeka Standard Details. The name and date of the City of Topeka Standard Details to be utilized for the project is listed in Exhibit B.
5. Project designs and quantities are to be developed with the use of survey data normally provided by a surveyor or surveying firm, unless specifically called for in other sections of this agreement. The use of geotechnical engineering for the project is not provided for in the design or construction administration services. The MTAA understands that the development of quantities and designs will meet lower standards of expectations as compared to project utilizing the services of a geotechnical engineer.
6. Quality assurance testing will not be provided as part of this project. Quality assurance testing will not be performed on concrete pavement and structural concrete for the drainage improvements. This documentation will not be provided to the MTAA at the completion of the project.

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 project. CONSULTANT will not be required to track the funding participation in the project by others except for the Metropolitan Topeka Airport Authority.

D. Division of Engineering Work.

1. Phase One of this task order provides for the design of the drainage improvements for Building 612.
2. Phase Two of this task order provides for the construction administration services during the construction of the drainage improvements for Building 612 with an executed contract issued to the successful bidder for the designated project.

II. Project Task Descriptions:

A. General:

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 project from prospective contractor bidders.
2. CONSULTANT shall not assist the MTAA, in the preparation of documentation required to comply with Federal and State Environmental requirements. It is assumed that the project will be eligible for a Categorical Exclusion and that 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.
3. CONSULTANT shall not prepare *Notice of Intent for Authorization to Discharge Stormwater Runoff from Construction Activities In accordance with the Kansas Water Pollution Control General Permit Under the National Pollutant Discharge Elimination System (NPDES)* for submission to the Kansas Department of Health & Environment. It is assumed by the MTAA and CONSULTANT that such a permit will not be required due to the limited nature of work and that the disturbance of earthen areas larger than 1 acre in size will not occur during the course of construction.
4. 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 drainage improvements for Building 612. Design scope items shall include the following:

1. Topographic Survey of the existing building apron, existing storm drainage inlets, and adjacent surface within the project limits. Topographic elevation information shall also be collected from the apron area that abuts the Building 612 apron to a distance of 500 feet from easterly edge of the Bldg. 612 apron. 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. Also included in this task will be the approximate location of existing waterlines (with assistance from the MTAA).
2. Site visits for purposes of comparing data obtained from aerial photography normally available to the general public.
3. Final field verification with MTAA of MTAA-owned utilities (water and sewer) of known utility locations within the project limits.

4. Final determination of limits of work, contractor staging areas, access routes and airport security related requirements.
5. Final pavement analysis and design, including selection of pertinent materials, consistent with the development of the drainage improvement project.
6. Final design and details of associated items related to the completion of this project:
 - a. Typical Sections
 - b. Concrete Pavement Sections
 - c. Storm Sewer Trench Drain
 - d. Storm Sewer Pipe
 - e. Seeding, Mulching, and Fertilizing
7. 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.
8. 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.

C. Construction Administration Services.

The CONSULTANT shall perform construction administration services of the project, as selected by the MTAA Board of Directors subsequent to the receipt of bids from successful bidders. Construction Administration service items shall include the following:

1. Attend and conduct a pre-construction conference for the project. Minutes of the conferences will be prepared by CONSULTANT and distributed to attendees.
2. Assist MTAA with coordinating contractor(s) schedule, his access to the site, and any potential road closures or temporary drives.
3. Provide full-time construction observation services, including preparation of weekly progress reports, and measurement of quantities of work completed and/or installed. Should additional site visits (hours) be required by the MTAA which are in excess of those identified in Exhibit A, resulting in the need for additional services, a modification to this Task Order contract may be negotiated for these additional costs

and potentially for additionally schedule (period of service). Assumed site visits include:

- a. 2021 Building 612 Drainage Improvements
 - i. One site visit by Project Principal
 - ii. Part-time presence of Project Engineer
 - iii. Full-time presence of Resident Project Representative
 - iv. 30 consecutive working days contract performance period (w/o project closeout report)
4. Prepare Payment Recommendations, review contractor(s) pay requests, and submit to MTAA. Prepare and negotiate Change Orders, if needed.
5. Conduct construction progress meetings (1 progress meeting is anticipated) to review progress with contractor(s) and MTAA. Formal meetings will be held in person at the MTAA Administrative Offices. Standing agenda for these meetings will be: safety, progress made against contractor schedule, 2-week look ahead, technical issues, and progress payment status or other contractual issues. Additional meetings shall be considered additional work and MTAA and CONSULTANT may need to negotiate for additional fees.
6. Review shop drawing submittals and request for information by contractor(s) for field change conditions and verifications.
 - a. Number of Shop Drawing Reviews included in this agreement – 7.
 - b. Number of Requests for Information included in this agreement – 2.
 - c. If additional Shop Drawing Reviews or Requests for Information are required, MTAA and CONSULTANT may need to negotiate for additional fees.
 - d. CONSULTANT's review of shop drawings is only for limited purpose of checking for general conformance of with the design concept. The review is not for the purpose of determining accuracy and completeness of details or verifying dimensions and quantities. The approval of shop drawings does not indicate CONSULTANT's approval of contractor means and methods, technique, sequence or safety precautions and procedures.
7. Perform punch list and final inspection with the MTAA. It is assumed that one final inspection will be made for each rehabilitation project. If additional inspections need to be made after the contractor(s) address the punch list and final inspection unaccepted items, a supplement to this agreement may be negotiated.
8. Prepare Record Drawings of final as-constructed conditions and submit to MTAA one sealed hard copy set.
9. Prepare a final construction report and submit to MTAA one sealed hard copy set.

III. Project Schedule:

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

DATE START	DATE END	CALENDAR DAYS	DESCRIPTION
1-Nov-21	1-Nov-21	1	NTP for Design
2-Nov-21	4-Nov-21	2	Site Visits
4-Nov-21	26-Nov-21	22	Development of Preliminary Design and Details
4-Nov-21	26-Nov-21	22	Development of Preliminary Opinion of Probable Costs
30-Nov-21	30-Nov-21	1	Preliminary Review Preliminary Design, Details, and Opinion of Probable Costs with MTAA
1-Dec-21	15-Dec-21	14	Development of Final Plans, Specifications, and Project Manual
16-Dec-21	16-Dec-21	1	Final Review Preliminary Design, Details, and Opinion of Probable Costs with MTAA
17-Dec-21	11-Jan-22	25	Bid Advertisement
12-Jan-22	12-Jan-22	1	Bid Opening
12-Jan-22	14-Jan-22	2	Bid Review & Analysis
14-Jan-22	14-Jan-22	1	Contract Award Recommendation (Late summer, August)
18-Jan-22	18-Jan-22	1	MTAA Board of Directors Meeting
18-Apr-22	18-May-22	30	Construction Period (30 Calendar Days)

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 one (1) sets each of at the 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 (11X17) each 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 (one (1) meeting 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 one 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 Phase One Final Design Services and Phase Two Construction 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 Thirty Thousand Ninety Dollars and Zero Cents (\$30,090.00). The basis for this Lump Sum fee value is provided for Exhibit A, Fee Proposal.
- B. The MTAA shall compensate CONSULTANT for the performance of the CONSTRUCTION ADMINISTRATION SERVICES stated above, the cost plus a fixed fee basis price of Thirty-Two Thousand Two Hundred Forty Dollars and Zero Cents (\$32,240.00). The fixed fee value shall be Three Thousand Eight Hundred Seventy-Seven Dollars and Thirty-Six Cents (\$3,877.36). The basis for this fee value is provided for Exhibit A, Fee Proposal and the projects to be performed, based upon to projects selected by the MTAA Board of Directors for construction based upon bid values received from potential project bidders.
- C. In the event a particular task is deleted from the design and/or construction administration services phases, the appropriate amount of monies associated for that task in the particular phase shall be deducted from the totals provided above. The appropriate amount of monies will be the subtotals provided for the individual tasks in phases as presented in Exhibit A, Fee Proposal. Adjustments to the contract amounts provided here shall be made as an Exhibit D, Fee Adjustments, to this agreement.
- D. In the event that additional services are required for the project, the hourly rates provided for in Exhibit A, 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. 3 – 2022 Design and Construction Administration Services of Drainage Improvements at Building 612 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. 3 – 2022 Design and Construction Administration Services of Drainage Improvements at Building 612 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.

Signature

Signature

Eric M. Johnson
President & Dir. of Airports

Typed Name/Title

Dan W. DeArmond, PE
Transportation Business Line Leader

Typed Name/Title

Date of Signature

Date of Signature

ATTEST:

ATTEST:

By _____
Cheryl Trobough

By _____
Name:

Title Dir. Of Administration & Finance _____

Title _____



EXHIBIT A

FEE PROPOSAL DOCUMENTS



PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 3 (30900280A)

This Task Order No. 3 is made and entered into this _____ day of _____, 20____, by and between **the Metropolitan Topeka Airport Authority**, with offices at 6510 SE Forbes Avenue, Suite 1, Topeka, Kansas 66619, (hereinafter called the "OWNER"), and **WSP USA Inc.**, a New York corporation, with offices at 300 Wyandotte, Suite 200, Kansas City, Missouri 64105 (hereinafter called "WSP").

WITNESSETH

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

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

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

1. **Scope of Services**

WSP shall perform the Services and provide the deliverables as set forth below:

See Scope of Services for 2022 Building 612 Drainage Improvements (Design / CES Services - Task Order 3.

2. **Schedule**

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

See Scope of Services for 2022 Building 612 Drainage Improvements (Design / CES Services - Task Order 3.

3. **Compensation**

For Cost Reimbursable Task Orders:

- A. The OWNER shall compensate WSP for the performance of SERVICES stated above, on the basis of a lump sum for the design services in Exhibit A1 for an amount of Thirty Thousand Ninety Dollars and Zero Cents (\$ 30,090.00).
- B. The OWNER shall compensate WSP for the performance of SERVICES stated above, on the basis of cost plus fixed fee based on actual hours spent by WSP and the hourly rates provided for the construction engineering services in Exhibit A2 for an estimated amount of Thirty-Two Thousand Two Hundred Forty Dollars and Zero Cents (\$ 32,240.00). The fixed fee for the construction engineering services will be Three Thousand Eight Hundred Seventy-Seven Dollars and Thirty-Six Cents (\$3,877.36).

- 4. Both parties agree that this Task Order No. 3 shall be made part of the Agreement between Owner and WSP, and except as amended herein, all terms, covenants and conditions of the Agreement shall remain in full force and effect.

PROFESSIONAL SERVICES AGREEMENT

IN WITNESS WHEREOF, this Task Order No. 3 has been executed by Owner and WSP, effective from the day and year first written above.

METROPOLITAN TOPEKA AIRPORT AUTHORITY

WSP USA Inc.

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

Date of Signature

Signature
Dan W. DeArmond, PE
Trans. Business Line Leader Plains District
Typed Name/Title

Date of Signature

EXHIBIT B

STANDARD DETAIL NAME	CURRENT ID NO.	REVISION DATE
Asphalt Concrete Pavement Details	DT-001	03-2013
Concrete Pavement Details	DT-002	03-2013
Curb & Gutter and Approach Details	DT-003	03-2013
Ramp & Walk Details	DT-004	05-2016
Standard Manhole Details	DT-005	03-2013
Manhole Rehabilitation Details	DT-006	02-2008
Sanitary Sewer Details	DT-007	03-2013
Storm Sewer Details	DT-008	03-2013
Type I Inlets	DT-009	03-2013
Type I-P Inlets	DT-010	03-2013
Type II-P Inlets	DT-011	12-2009
Ditch Inlets	DT-012	02-2008
Type II-P Area Inlet Manhole	DT-013	02-2008
Channel Linings	DT-014	02-2008
Pipe Outfalls	DT-015	02-2008
Wash Check, Trickle Channel & Flume	DT-016	02-2008
Miscellaneous Details I	DT-017	03-2013
Miscellaneous Details II	DT-018	12-2012
Typical Project Signing	DT-019	03-2013
Erosion & Pollution Control - Inlet Protection & General Notes	DT-020	07-2018
Erosion & Pollution Control – Silt Fence, Sediment Trap and Construction Entrance	DT-021	07-2018
Miscellaneous Details III	DT-022	03-2013
Water Details I	DT-023	07-2018
Water Details II	DT-024	07-2018
TRAFFIC DETAILS		
Wiring, Timing & Street Name Signs	DT-100	10-2017
Bill of Materials	DT-101	08-2017
Controller Pad, Junction Box, Service Box, and Loop Installation Details	DT-102	10-2017
Mast Arm Pole	DT-103A, B	10-2017
Mast Arm, Base, and Power Feed Details	DT-104	10-2017
Traffic Signal Pedestal, Power Service Details, and	DT-105	10-2017

Concrete Base Details		
Traffic Signal Specifications	DT-106	01-2010
Traffic Signal Specifications	DT-107	01-2010
Traffic Signal Specifications	DT-108	03-2009
Traffic Signal Specifications	DT-109	09-2010
Traffic Signal Specifications	DT-110	04-2013
Traffic Signal Specifications	DT-111	07-2010
Signing	DT-112	10-2008
Sign Placement	DT-113	09-2010
Pavement Marking Quantities	DT-115	
Pavement Markings	DT-116	01-2012
Pavement Markings	DT-117	01-2012
Traffic Control	DT-118	02-2012
Traffic Control	DT-119	01-2012
Traffic Control	DT-120	01-2012
Traffic Control	DT-121	01-2012
(located in Traffic Engineering Section)		

Model ROW Corridor 1, Model ROW Corridor 2
Model ROW Corridor 3, Model ROW Corridor 4

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Aug-21	Aug-20	Aug-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through Aug	Calendar Yr Totals	Y-T-D Through Aug	Calendar Yr Totals
Air Carrier	2	0	6	68	55	77	180	265
Air Taxi	46	39	37	234	247	344	236	373
Itinerant General	689	755	373	5,514	3,839	5,723	3,090	5,007
Itinerant Military	438	572	524	3,389	3,938	5,315	3,766	5,765
Local Civil	248	192	42	1,773	825	1,394	402	710
Local Military	851	450	521	9,364	5,728	7,681	4,210	6,475
GRAND TOTAL	2,274	2,008	1,503	20,342	14,632	20,534	11,884	18,595

PASSENGER ACTIVITY	Aug-21	Aug-20	Aug-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through Aug	Calendar Yr Totals	Y-T-D Through Aug	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	-	-	269	419	2,075	2,524	2,619	4,663
Passengers Deplaned	-	-	281	514	2,029	2,456	2,234	3,853
Aircraft Landed	-	-	4	28	56	60	58	90
MILITARY CHARTERS								
Passengers Enplaned	877	-	-	6,422	150	519	8,490	8,539
Passengers Deplaned	-	-	-	749	83	83	3,571	9,242
Aircraft Landed	4	-	-	85	5	18	81	117
Combined Total Passengers Enplaned	877	-	269	6,841	2,225	3,043	11,109	13,202
Combined Total Passengers Deplaned	-	-	281	1,263	2,112	2,539	5,805	13,095



Billard Airport

TOP FAA TOWER OPERATIONS	Aug-21	Aug-20	Aug-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through Aug	Calendar Yr Totals	Y-T-D Through Aug	Calendar Yr Totals
Air Carrier	0	0	10	2	0	0	10	19
Air Taxi	134	86	101	544	525	703	695	1,163
Itinerant General	972	1,177	1,042	7,910	7,035	10,609	7,715	11,637
Itinerant Military	44	34	60	285	303	417	489	733
Local Civil	580	760	410	3,566	3,864	6,196	3,924	5,992
Local Military	0	2	10	106	138	154	16	22
GRAND TOTAL	1,730	2,059	1,633	12,413	11,865	18,079	12,849	19,566

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

DELINQUENT ACCOUNTS AS OF AUGUST 31, 2021											
NAME OF BUSINESS		TOTAL PAST DUE	AUGUST CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION			
								T E L	L T R	A G R	L G L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
A-1 RESTAURANT & BAR SUPPLY	FC	\$246.67	\$123.38	\$1.82	\$121.47	\$0.00	\$0.00	X	X		
ADVANCE STREET ROD	RENT/FC	\$3,045.32	\$2,226.32	\$78.33	\$44.94	\$45.29	\$650.44	X	X		
HEARTLAND TREE SERVICE	RENT/FC	\$613.57	\$309.07	\$304.50	\$0.00	\$0.00	\$0.00	X	X		
TONY LYNCH	RENT/FC	\$947.20	\$947.20	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MARK A LEWIS	RENT/FC	\$1,355.66	\$681.85	\$671.78	\$2.03	\$0.00	\$0.00	X	X		
PROMETAL FABRICATION LLC	RENT/FC	\$2,249.05	\$1,132.90	\$1,116.15	\$0.00	\$0.00	\$0.00	X	X		
R&R PALLET OF GARDEN CITY	FC	\$2,847.02	\$42.07	\$41.45	\$40.84	\$697.34	\$2,025.32	X	X		
RURAL DEVELOPMENT CORP	RENT/FC	\$25,451.36	\$376.13	\$380.57	\$364.95	\$359.55	\$23,970.16		X		X
UAR DIRECT LLC	RENT	\$77.04	\$38.52	\$38.52	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$36,832.89	\$5,877.44	\$2,633.12	\$574.23	\$1,102.18	\$26,645.92				
- 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 -											
EASTERN AIRLINES	LANDING FEES	\$1,290.00	\$0.00	\$860.00	\$430.00	\$0.00	\$0.00	X	X		
ELITE AIRWAYS	LANDING FEES	\$1,792.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,792.50	X	X		
MIAMI AIR INTERNATIONAL	LANDING FEES	\$2,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.00	X	X		
RVR AVIATION	LANDING FEES	\$86.18	\$0.00	\$0.00	\$0.00	\$0.00	\$86.18	X	X		
UNITED AIRLINES	LANDING FEES	\$410.52	\$0.00	\$0.00	\$0.00	\$0.00	\$410.52	X	X		
SUBTOTAL		\$6,007.20	\$0.00	\$860.00	\$430.00	\$0.00	\$4,717.20				
PHILIP BILLARD:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
MARK A LEWIS BLDG 248	WATER/FC	\$229.33	\$114.67	\$112.97	\$1.69	\$0.00	\$0.00	X	X		
MARK A LEWIS BLDG 629	WATER/FC	\$229.33	\$114.67	\$112.97	\$1.69	\$0.00	\$0.00	X	X		
SUBTOTAL		\$458.66	\$229.34	\$225.94	\$3.38	\$0.00	\$0.00				
GRAND TOTALS		\$43,298.75	\$6,106.78	\$3,719.06	\$1,007.61	\$1,102.18	\$31,363.12				

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

Metropolitan Topeka Airport Authority
Monthly Leasing Activity Report
August 2021

May 2021 CPI is 5%

May 2021 CPI is 5%		ANNUAL RENT	
TENANT	ADDRESS (FACILITY #)	FROM	TO
NEW:			
ACA Event Rental, LLC	6515 SE Johnston St. (#260)	\$0.00	\$28,182.00
H&H Aircraft Service, LLC (Replaced Canceled Lease)	3600 NE Sardou Ave. (Bldg. #7)	\$0.00	\$15,645.00
RENEWALS DUE:			
Teamsters Local Union No. 696	3600 NE Sardou Ave. (Bldgs. #1, #2 & #3)	\$22,803.36	\$25,015.29
OPTIONS:			
Heartland Airplanes LLC	3600 NE Sardou Ave. (Bldg. #9)	\$2,951.91	\$3,099.51
H&H Aircraft Service, LLC	3600 NE Sardou Ave. (T-Hangars/Bulk Storage Retail)	\$44,035.18	\$46,236.94
Phoenix Recovery of Kansas LLC	6424 SE Johnston St. (#225)	\$15,166.46	\$15,924.78
INCREASES:			
Combat Air Museum Inc	7016 / 7022 SE Forbes Ave. (#602/#604)	\$3,378.12	\$3,547.03
Freeman Holdings, LLC	6110 SE Evans St. (#178)	\$728.09	\$764.49
Freeman Holdings, LLC	6800 SE Ross St. (#613)	\$9,886.68	\$10,578.75
JSLewis, Inc.	255 SE 70th St. (#415)	\$4,421.90	\$4,643.00
H&H Aircraft Service, LLC	3600 NE Sardou Ave. (Bldg. #7)	\$15,043.26	\$15,795.42
Koelling, Michelle & Duke	201 SE University Blvd. (#801)	\$14,295.31	\$15,010.08
Rural Development Corporation	6821 SE Ross St./200 SE Airport West Dr. (#638/#818)	\$22,262.57	\$23,375.70
DECREASES:			
Federal Aviation Administration (Janitorial omitted)	6510 S Forbes Ave., Ste. 2 (#620)	\$10,347.24	\$9,899.28
H&H Aircraft Service, LLC (Canceled-Signed New Lease)	3600 NE Sardou Ave. (Bldg. #7)	\$15,043.26	\$0.00
MISCELLANEOUS:			
NONE		\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$217,717.27
Old Annl. Rate	\$180,363.34
Annual Diff.	\$37,353.93
/12	\$3,112.83
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	\$3,112.83

Metropolitan Topeka Airport Authority
Monthly Gross Rental Income Report
August 2021

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,300.14
3	Combat Air Museum	2,3	602/604	\$295.59
4	Freeman Holdings LLC	4	600	\$1,620.15
	" "	5	601	\$4,245.59
	" "	7	609	\$2,401.40
	" "	8	610 - Suite 10,11	\$5,370.88
	" "	9	Land Lease (#613)	\$881.56
	" "	10	619	\$2,296.81
	" "	11	627	\$498.86
	" "	12	697	\$381.84
5	Gary Properties LLC	13	626	\$1,780.08
6	Haselwood Farm Inc.	14	Farm	\$161.50 ***
	Haselwood Farm Inc.	15	Farm A	\$104.84 ***
	Haselwood Farm Inc.	16	Farm B	\$740.09 ***
	Haselwood Farm Inc.	17	Farm C	\$96.58 ***
7	Pettit, Brooks	18	603 - 240sf	\$50.00
8	Shawnee County	19	667 (Firing Range)	\$514.09 ****
9	Topeka Police Dept.	20	669 (Firing Range)	\$103.09 ***
				\$28,308.92

	TENANT		FACILITY	MONTHLY RENT
1	ACA Event Rental LLC	1	151	\$1,335.63
	"	2	260	\$2,348.50
2	AT&T Services, Inc.	3	280	\$472.19
3	Advanced Coatings Inc.	4	137	\$858.86 ***
4	A-1 Restaurant and Bar Supply	5	252	\$2,875.13
	A-1 Restaurant and Bar Supply	6	139 (storage)	\$500.00
	A-1 Restaurant and Bar Supply	7	624	\$4,500.00
5	Blue Jazz Java LLP	8	243	\$2,217.09
6	Brackett, Inc.	9	451	\$3,993.63
7	Concrete Supply of Topeka, Inc.	10,11,12	147-148-149	\$1,626.24
8	Everygy	13	Parking Lot S (#18)	\$1,916.67
9	F&L Enterprises Inc. dba WOW Truck and RV Wash	14	100	\$1,138.32
10	Federal Aviation Administration	15	620	\$824.94
11	Freeman Holdings LLC	16	178	\$63.71
12	Gainwell Technologies LLC	17,18,19,20	Parking Lots #1, #2, #3, #4	\$903.67
13	Gallery Classic, Inc.	21	384	\$4,377.50
14	Grandmother's Inc.	22	Parking Lot #21	\$1,125.74
15	Groendyke Transport Inc	23	Parking Lot #17 (6N Lot A)	\$630.69
16	Ground 1, LLC	24	Land Lease (#453)	\$6,377.45
17	H2I, LLC	25	Land Lease (#255)	\$666.96
18	Heartland Coca-Cola Bottling Co.	26	Land Lease (#400)	\$1,921.00
19	Henderson, Brad d/b/a Heartland Tree Service	27	Parking Lot #10W (260W)	\$300.00
20	Home Depot USA, Inc.	28,29,30,31	Parking Lots #7, #20, #23 & #24	\$3,345.79
21	Houser Enterprises, Inc	32	167	\$6,273.00
22	JSLewis, Inc.	33	415	\$386.92
23	KADA Enterprises LLC	34	Parking Lot #10E (260E)	\$306.00 ***
24	Kansas Sand & Concrete, Inc	35	Parking Lot #16 (Axton Lot A)	\$1,185.42
25	Kirk, Paul L. Sr. dba Advance Street Rod Design	36	140	\$1,768.00
26	Klaton Real Estate, LLC	37	Land & Bldg. Lease (#622)	\$1,519.66
27	Koelling, Michelle & Duke d/b/a MDK	38	801	\$1,250.84
28	LMC, Inc.	39	321	\$590.53
	"	40	Land Lease (#383)	\$228.77
	"	41	Land Lease (#621)	\$257.06
	"	42	820	\$1,149.94
29	Lewis, Mark A. d/b/a M. Lewis Properties	43	248	\$203.28
	"	44	629	\$458.54
30	Lynch, Tony C. dba T&J Repair	45	114	\$1,605.86
31	McPherson Contractors Inc.	46	452	\$1,126.19
32	Mr. O Auto Sales, LLC	47	183	\$329.92
33	Murray, Christopher d/b/a Mid-America Painting	48,49	123/129	\$543.87
34	NFI Interactive Logistics LLC	50	Parking Lot #12 (University/Bleckley)	\$381.41
35	Nzekwe, Chigbo	51	181	\$53.22
36	Phoenix Recovery of Kansas LLC	52	225	\$1,327.07
37	ProMetal Fabrication, LLS	53	379	\$988.38
38	R & R Pallet of Garden City, Inc	54	170 A	\$6,383.56
	R & R Pallet of Garden City, Inc	55,56,57	170 B/C & Pkg Lot #14 (Axton Lot B	\$11,092.34
	R & R Pallet of Garden City, Inc.	58	170-D	\$3,916.06
	R & R Pallet of Garden City, Inc.	59	Parking Lot #13 (Engle St)	\$776.65
39	Rippe Enterprises	60	Parking Lot #15 (Axton Lot C)	\$566.38
40	Rural Development Corp.	61	281	\$1,803.80
	"	62,63	638/818	\$1,947.97
	Rural Development Corp. 1	64	Parking Lot #5 (Lot J)	\$158.63
	"	65	Parking Lot #6 (Lot K)	\$910.81
41	SEKESC - Greenbush	66	605	\$10,730.03
42	Sports Car Club of America	67	300	\$6,976.58
43	Sunflower Auto Auction, LLC	68	131	\$3,480.49
44	Topeka Construction, LLC	69,70	Land & Bldg. Lease (#449 & #450)	\$1,074.20
	"	71	Land & Bldg. Lease (#448)	\$337.69
45	T.R. Management Inc.	72	154	\$1,024.88
	"	73	344	\$2,413.52
46	UAR Direct, LLC	74	197	\$955.60
				\$120,802.78

TENANT			FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$105.06
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,059.47
3	H&H Aircraft Service LLC	3	4 - Suite 5	\$1,264.64
	" " "	4	7	\$1,303.75
	" " "	5	10	\$881.78
	" " "	6	12	\$55.98
	" " "	7	T-Hangars, Fuel Farm	\$3,853.08 *****
4	Heartland Airplanes, LLC	8	9	\$258.29 *
5	Hetrick Aviation, LLC	9	26	\$3,519.66
6	NOAA	10	Weather Station	\$3,536.73
7	New-Jetz, LLC	11	Land (#27)	\$599.90
8	Riverside Farms LLC	12	Farm	\$2,230.19 ***
9	RJ Meier Farms LLC	13	Farm	\$2,086.42 ***
10	Teamsters Local Union #696	14,15,16	1,2,3	\$2,084.61
11	Technical Applications & Consulting	17	17	\$1,702.93
				\$24,542.49

GRAND TOTALS

66	TENANTS	111	FACILITIES	\$173,654.19
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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
August 2021

	AUGUST 2021	JULY 2021	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	10	10	10	12	11	11
FACILITIES LEASED	20	20	20	21	21	22	22	20	22	26	27
TOPEKA REGIONAL BUSINESS CENTER TENANTS	46	46	44	48	43	44	42	39	38	39	39
FACILITIES LEASED	74	73	69	75	69	69	66	57	55	56	58
PHILIP BILLARD AIRPORT TENANTS	11	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	66	67	65	69	64	68	68	62	62	61	61
FACILITIES LEASED	111	110	106	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 173,654	\$ 170,541	\$ 167,098	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$113,043	\$121,201	\$119,965
NET CHANGE	\$ 3,113	\$ 3,444	\$ (1,447)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)