

MTAA Board Meeting 3:00 PM

Tuesday, October 20, 2020

MTAA Administrative Office (Via Conference Call)

The conference call will be available at approximately 2:55 PM.

To join the call:

1. Call the Dial-in Number: **1-701-802-5228**
2. Enter the Conference Code: **6583093#**
3. State your name followed by #
4. Please announce your arrival

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.

2. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
3. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of September 15, 2020.
4. Public Comment.
5. Adopt Agenda.

ACTION ITEMS:

6. Consider Approval of Fire Department Turnout Gear Expenditure and Acceptance of Reimbursement Grant from Shawnee County SPARK Committee.

INFORMATION ONLY ITEMS:

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



METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL | BILLARD AIRPORT
AIRPORT & BUSINESS CENTER

Board of Directors

Metropolitan Topeka Airport Authority September 15, 2020

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 and Jim Rinner; Erica Garcia was in attendance via telephone conference. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Col. J.T. O'Grady, MTAA Police & Fire Dept.
- Maj. Greg Dunn, 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, Dan Sheehy and Danielle Sheehy.

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 August 11, 2020.

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of August 11, 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 August 11, 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. Johnson replied that Staff had nothing to add. **Mr. Wright made a motion to adopt the Agenda as presented. Mr. Munson seconded the motion. Motion carried.**

Item 5. Consider Bids Received on One (1) New and Unused Commercial Chassis Firetruck with 1500 GPM Pump.

Mr. Johnson reported that when the 2020 budget was prepared it included \$350,000.00 for the purchase of a new fire engine to replace one of the two 1992 Spartan fire engines.

Staff advertised a solicitation for bids which were opened publicly on September 9, 2020. Three bids were received for the equipment with a fourth vendor declining to place a bid. The low bid meeting the specifications was submitted by Hays Fire & Rescue Sales & Service at a total cost of \$343,610.00.

Mr. Johnson recommended the Board authorize staff to enter into the contract for the purchase of the Commercial Chassis Firetruck with 1500 GPM Pump from Hays Fire & Rescue Sales & Service at their bid price of \$343,610.00.

Mr. Rinner made a motion to authorize Staff to contract with Hays Fire & Rescue Sales & Service for the purchase of the fire engine at their bid price of Three Hundred Forty-Three Thousand Six Hundred Ten Dollars (\$343,610.00). Mr. Wright seconded the motion. Motion carried.

Item 6. Consider Bids Received on Two (2) New and Unused Half-Ton Full-Size 4 WD Crew Cab Pickups.

Mr. Johnson reported that the 2020 budget as approved also includes the purchase of a new police patrol vehicle and a new Operations vehicle.

Staff advertised a solicitation for bids which were opened publicly on September 9, 2020. The bids ranged from \$66,542.00 to \$76,598.00 for both trucks. Unfortunately, the low bid is not available for 4-6 months. The second low bid is available in approximately 8 weeks and meets specifications. The third and highest bid is available immediately but will require an upgraded alternator. An aftermarket 240-amp alternator is available for the trucks for approximately \$300.00. While the MTAA is always frugal with taxpayer funds, waiting up to 6 months for a patrol vehicle is not optimal. For this reason, Mr. Johnson stated that he does not feel the low bid is responsive since delivery within 30 days is what was specified.

The budgeted amount for each truck is \$50,000 and the bids fell well below the budgeted amount including radios, lights and equipment. Given the wait time and bids received, Mr. Johnson stated that the Board's decision is between the Ram 1500 trucks at a total cost of \$70,214.24 from Ellis Boys in Holton and the Ford F150 trucks at a total cost of \$75,289.00 from Laird Noller Ford in Topeka.

Mr. Rinner asked if there is a preference between the two and Mr. Johnson stated that he was trying to keep his personal preference out of the decision, but members of the Police & Fire Department have had great experiences with the Ram trucks while he has always had great experience with the Ford F150.

There was discussion about purchasing locally in Shawnee County versus out-of-county. Chairwoman Stubbs stated that it is allowed to take the "best" bid which is not always the same as taking the "lowest" bid. Mr. Resner informed the Board that he has not reviewed the specifications, but if a 30-day delivery is what was specified it appears that Laird Noller is the only responsive bid and there are potential problems by accepting a non-responsive bid.

Mr. Wright asked Staff for a recommendation for the purchase. Mr. Johnson stated that his recommendation would be to purchase locally and spend Shawnee County tax dollars in Shawnee County.

Mr. Wright made a motion to award the bid to Laird Noller for the purchase of two (2) Ford F150 4 WD Crew Cab Pickups at their bid price of Seventy-five Thousand Two Hundred Eighty-nine Dollars and No Cents (\$75,289.00). Mr. Rinner seconded the motion. Motion carried.

Item 7. Consider Bids Received on Maintenance Equipment.

Bid tabulations from the Bid Openings held August 31, 2020 for the purchase of the 2020 budgeted purchase for Maintenance Equipment were presented for the Board's review:

7.a. Two (2) New and Unused Diesel Tractors (One Equipped with Loader Bucket)

Mr. Johnson reported that the tractors being considered will be used to pull rotary mowers and replace tractors which are obsolete and have far exceeded their useful service life. One of the tractors will also be equipped with a front loader bucket for use at Billard Airport.

The Request for Bids was advertised and there were six (6) bids received. The apparent low qualified bid was submitted by Rossville Truck and Tractor. They offered new Case IH 105A tractors that substantially meet the specifications. Both can be delivered within 30 days from the date of order. This equipment meets or exceeds the bid specifications with the exception

of the fuel tank capacity. The specifications called for a 30-gallon tank while this equipment has a 29-gallon tank. The total cost for two tractors, with one equipped with a loader bucket, is \$138,900.00.

Mr. Johnson recommended the Board accept the bid provided by Rossville Truck and Tractor and approve the purchase of two new and unused Case IH 105A tractors and one Case 2575 loader bucket for a total cost of \$103,338.94.

Mr. Munson made a motion to award the bid to Rossville Truck and Tractor for the purchase of two (2) Case IH 105A Diesel Tractors (one to be equipped with Loader Bucket) at their bid price of One Hundred Three Thousand Three Hundred Thirty-eight Dollars and Ninety-four Cents (\$103,338.94). Mr. Rinner seconded the motion. Motion carried.

7.b. Two (2) New and Unused Fifteen Foot (15') Flexible Rotary Mowers

Mr. Johnson reported the mowers being requested will replace equipment that has exceeded its useful service life.

A Request for Bids and there were seven (7) bids received. After careful consideration, staff believes the best equipment for the Maintenance Department's use is the LandPride RC5715 offered by Heritage Tractor.

The mowers can be delivered within 60 days from the date of order at a cost of \$16,250.00 each. Mr. Johnson made a recommendation the Board accept the bid provided by Heritage Tractor Inc. and approve the purchase of the Land Pride RC5715 15' flexible rotary mowers at a total cost of \$32,500.00.

Mr. Wright made a motion to award the bid to Heritage Tractor for the purchase of two (2) LandPride RC5715 rotary mowers at their bid price of Thirty-Two Thousand Five Hundred Dollars (\$32,500.00). Mr. Munson seconded the motion. Motion carried.

7.c. Three (3) New and Unused Zero-Turning Radius Mowers

Mr. Johnson reported that the Zero-Turn Radius (ZTR) mowers are typically used on a daily basis during mowing season to trim and maintain the Business Center and for detail work on the airfields.

There was a Request for Bids advertised for three (3) ZTR mowers and six (6) bids were received. Upon review of the bids, it was determined that the Grasshopper 325D/72RD ZTR mowers bid by Morige Manufacturing Inc. was the lowest qualified bid at \$12,297.00 per unit.

Mr. Johnson requested the Board of Directors to authorize the purchase of three (3) Grasshopper 325D/72RD Zero Turn Radius mowers at the total bid price of \$36,891.00.

Mr. Wright made a motion to award the bid to Morige Manufacturing, Inc. for the purchase of three (3) Grasshopper 325D/72RD ZTR mowers at their bid price of Thirty-Six Thousand Eight Hundred Ninety-One Dollars (\$36,891.00). Mr. Rinner seconded the motion. Motion carried.

Item 8. Consider Bids Received on Design-Build Roof Replacement Bids.

A bid tabulation of the five (5) proposals received from the Bid Openings held September 9, 2020 for the roof replacements on three (3) buildings were presented for the Board's review:

8.a. 3600 NE Sardou (Bldg. #14)

Mr. Johnson reported that Building #14 at Billard Airport is a 7,900sf brick and wood hangar, repurposed as the MTAA Maintenance Shop. It was noted that the overall condition of the building is good, with the exception of the roof, which is in poor condition and requires replacement. Of the five proposals, Midwest Coating providing the most complete and cost-effective bid. While one bid was less, it did not include removal of the existing roof system.

Midwest Coating's proposal includes complete removal of the old roof system; inspection of the wood decking; installation of 2" ISO board with a mechanically attached 60-mil TPO roof system; replacement of all fascia board; installing new gutters and downspouts; and includes a 20-year manufacture warranty.

8.b. 6510 SE Forbes Ave. (Bldg. #620)

Mr. Johnson reported that the Administrative Office Building #620 is a 9,226sf metal building with metal and brick veneer that is in good overall condition. The metal roof, original to the 1986 construction, is in poor shape and requires replacement. Of the five proposals, Midwest Coating provided the most complete and cost-effective bid. While one bid was less, it did not meet our request for 2" ISO board to be installed.

Midwest Coating's proposal includes installation of EPS and 2" ISO board in flutes of metal roofing; ½" Structodek over the insulation; installation of a mechanically attached 60-mil TPO roof system; and includes a 20-year manufacture warranty. Midwest Coating will seal all gutters as needed.

8.c. 6800 SE Forbes Ave. (Bldg. #624)

Mr. Johnson reported that Building #624 is a 24,992sf cement building with metal and cement siding that is in good overall condition. The roof is in poor condition and requires replacement. Of the five proposals, Midwest Coating provided the most complete and cost-effective bid.

Midwest Coating's proposal includes removal of the old EPDM roof and all ISO board; installation of a 2" ISO board and mechanically attached 60-mil TPO roof system; replacement of all gutters and downspouts; and includes a 20-year manufacture warranty.

Mr. Johnson recommended that the Board authorize staff to contract with Midwest Coating for the roof replacements as bid for Bldg. #14 at a cost of \$57,210.00; Bldg. #620 at a cost of \$48,087.70; and Bldg. #624 at a cost of \$114,773.00.

Mr. Rinner made a motion to award the bids on the Design-Build Roof Replacements to Midwest Coating at their bid prices of Fifty-Seven Thousand Two Hundred Ten Dollars and No Cents (\$57,210.00) on Bldg. #14; Forty-Eight Thousand Eighty-Seven Dollars and Seventy Cents (\$48,087.70) on Bldg. #620; and One Hundred Fourteen Thousand Seven Hundred Seventy-Three Dollars and No Cents (\$114,773.00) on Bldg. #624 for a total contracted cost of Two Hundred Twenty Thousand Seventy Dollars and Seventy Cents (\$220,070.00). Mr. Munson seconded the motion. Motion carried.

Item 9. Consider Bids Received on Window & Door Replacement - 6800 SE Forbes Ave. (Bldg. #624).

Mr. Johnson reported that Building #624 was recently returned to MTAA at the end of August following a lease of more than 30 years. The building is a concrete structure in good overall condition but will require multiple improvements. The north walk-through doors require replacement due to rust and age. A window on the north side of the building was removed and infilled with plywood by a previous tenant that will require a window to be reinstalled. All five (5) sets of sliding windows (10 panes of glass) have failed on the west side of the building requiring replacement. One set of double doors on the west side has failed due to rust and age, requiring replacement with a hollow metal store front door and sidelight to match the other existing business entrance.

Staff received three proposals for the replacement of these items and determined Pro Keyless Entry and Hardware, at the bid price of \$15,635.00, to be the best value and includes all required workmanship and materials. Mr. Johnson made the recommendation that the Board authorize staff to contract with Pro Keyless Entry & Hardware.

Mr. Wright made a motion to approve the bid provided by Pro Keyless Entry and Hardware for the Bldg. #624 Window and Door Replacement at their bid price of Fifteen Thousand Six Hundred Thirty-Five Dollars and No Cents (\$15,635.00). Mr. Rinner seconded the motion. Motion carried.

Item 10. Consider Quotes Received on Roof Top Unit Replacement – 6515 SE Johnston St. (Bldg. #260).

Mr. Johnson reported that Building #260 was returned to the MTAA in 2019 following a long-term lease. MTAA staff made several repairs and improvements and the building was leased

again at fair market value. With the new lease, the MTAA retained responsibility for the roof and due to the age, the responsibility for the Heating, Ventilation, and Air Conditioning (HVAC) was also retained. Following an inspection, staff believes the HVAC Roof Top Unit (RTU) located at Building #260 is original to the building, which was constructed in the early 1970's. Normal life expectancy for this type of mechanical equipment is 25-30 years. The RTU has failed and is no longer repairable.

Staff received three proposals for the replacement of the RTU on Building #260 and determined McElroy's, at the bid price of \$12,615.00, to be the best value for the price. Mr. Johnson made the recommendation that the Board authorize staff to contract with McElroy's.

Mr. Rinner made a motion to approve the bid provided by McElroy's for the Bldg. #260 Roof Top Unit Replacement at their bid price of Twelve Thousand Six Hundred Fifteen Dollars and No Cents (\$12,615.00). Mr. Munson seconded the motion. Motion carried.

Information Only Items:

Item 11. Monthly Reports

11.a. Intergovernmental Cooperation Council – Meeting Cancelled

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

Mr. Johnson provided the following report:

- Staff is moving forward with the Cares Act projects. An Independent Fee Estimate for the preliminary work identified by WSP in Task Order "0" has been completed. Upon initial review, it appears the IFE supports WSP's anticipated cost. The detailed comparison will be completed and forwarded to the FAA for review in the event reimbursement for this expense will be allowed.
- The B & C taxiway project at Billard is nearly completed. Emery Sapp & Sons has some seeding and sod work to finish up and then they will be done with another well-constructed project for the MTAA.

11.c. Economic Development & Leasing Activity – Mr. Johnson / Mr. Sheehy

Mr. Johnson provided the following report:

- There will be a couple of buildings coming available soon. One MTAA tenant sold his business and no longer needs the space and the other is closing his business due to the pandemic.
- There is another building possibly coming available in the near future as a current tenant contemplates relocating to one of the vacant buildings within the Business Center. A prospective tenant needs a ramp constructed to allow vehicle access into the building and they are asking MTAA to pay for half the cost. MTAA's estimated share of the expense would be approximately \$75,000. Staff is in the process of determining if the lease would be favorable to the MTAA and whether the improvement would add value to the property. If determined to be favorable, this will be brought back to the Board in the near future.

August Leasing Activity –

Mr. Sheehy provided the following report:

- **LEASE ACTIVITY** (CPI used for August is 0.1%)
 - **NEW LEASES**
 - Phoenix Recovery of Kansas LLC (#225)
 - **OPTIONS EXERCISED**
 - Michelle & Duke Koelling dba MDK (#801) – (CPI Inc)
 - **INCREASES**
 - One (1) lease received a contractual 7.0% increase; one (1) lease received a CPI increase; and six (6) leases received CPI increases.

➤ **DECREASES** – Joe Conroy Contractor vacated Bldg. #225

- Rental income increased to \$170,345 or approximately \$2,044,144 per year.
- **DELINQUENT ACCOUNTS (as of 08/31/2020)**
- Paul Kirk dba Advance Street Rod Design – Account is delinquent for April, May, June, July and August invoices;
- Heartland Tree Service – Account is delinquent for July and August invoices;
- Tony Lynch – Account is delinquent for a portion of June and all of July and August invoices;
- Prometal Fabrications – Account is delinquent for July and August invoices;
- R&R Pallet – Account is delinquent for June and July finance charges and the August invoice;
- Rural Development Corporation – Partial payment was received for the March, April, May, June and August invoices. No payments were received for July invoices on rent or utility accounts.

9.d. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following report:

- The report for the month ending **08/31/20** reflects revenue to be \$33,897 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts remain at \$96,880 under budget;
 - b. Landing Fees are \$31,650 under budget;
 - c. Contract Agreements are \$1,134 more than budgeted;
 - d. Fuel Flowage Fees are \$29,084 under budget;
 - e. Passenger Facility Charges are \$879 under budget;
 - f. Lease & Rental Fees actual income reflects to be \$163,253 more than the budgeted amount;
 - g. Reimbursements total to be \$5,799 ahead of budget;
 - h. CD Interest income is \$37,834 more than the anticipated budget;
 - i. Gain on Sale of Assets is \$3,358 ahead of budget;
 - j. Water/Sewer sales are \$36,674 less than budgeted with Water/Sewer Costs reflecting to be \$15,878 under the budgeted cost.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$606,467.
- There were no Capital Improvement purchases made during the month of August.

Mr. Wright moved to accept and file the combined Monthly Financial Report as presented for the month ended August 31, 2020. Mr. Munson seconded the motion. Motion carried.

Item 10. Executive Session

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

Adjournment

Chairwoman Stubbs asked if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Wright made the motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 3:51 p.m.**

These official minutes were approved by the Board of Directors on October 20, 2020.

Michael R. Munson, Secretary

Office of: President
To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Approval of Fire Department
Turnout Gear Expenditure and Acceptance
of Reimbursement Grant from Shawnee County
SPARK Committee (Board Action Required)**



Date: October 16, 2020

In September, staff learned of a grant opportunity through the Shawnee County Strengthening People and Revitalizing Kansas (SPARK) Committee. Shawnee County received a CARES Act grant of approximately \$36,500,000 to aid in the health and economic challenges caused by the coronavirus pandemic.

A challenge the MTAA is facing is the contamination of personal protective equipment (PPE) in the event of an exposure. Protocol requires the use of PPE however, it is necessary to decontaminate equipment following an exposure. Small items such as gloves, face shields and facemasks are maintained in our inventory. Larger items include structural turnout gear which requires a minimum of several days to decontaminate. Each firefighter is issued only one set of gear and until their gear is decontaminated, they cannot resume their full duties.

The solution to this issue is to advance the acquisition of additional turn out gear for each firefighter. This will provide each firefighter a second set of gear which will allow them to remain in service. We obtained a quote of \$65,502.00 from 1st Due Emergency Response Solutions LLC (1st Due) for 21 complete sets of turnout gear to be issued to each firefighter. 1st Due has the State contract for this type of gear. A grant request has been submitted to Shawnee County SPARK committee in the amount of \$68,197.00 and it has been approved to allocate these funds to the MTAA Fire Department. Upon payment to 1st Due, the MTAA will be fully reimbursed for the purchase. Funds in excess of the quote will be used to supplement our inventory of disposable PPE.

I request the Board authorize staff to purchase 21 sets of firefighter turnout gear from 1st Due Emergency Response Solutions LLC at a cost of Sixty-five Thousand Five Hundred Two Dollars and No Cents (\$65,502.00). Additionally, it is my recommendation the Board authorize staff to issue the acceptance letter to officially accept the grant from Shawnee County SPARK in the amount of Sixty-eight Thousand One Hundred Ninety-seven Dollars and No Cents (\$68,197.00)

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



QUOTATION

Date	Quotation #	FOB
9/24/2020	20-1530	

Name / Address	Ship To
Metropolitan Topeka Airport Authority 6510 SE Forbes Ave. Topeka, KS. 66619-1446	Metropolitan Topeka Airport Authority 6510 SE Forbes Ave. Topeka, KS 66619-1446 Attn: Chief O'Grady

Qty	Item	Description	Each	Total
		Valid Until 5 April 2021		
21	FD-FXR-TG71-K...	Firedex FXR TG71 Coat-Kansas Contract-BLACK - 2020	1,141.92	23,980.32
21	FD-Trim Upgrade	Contract Gear Trim Upgrade, Per Garment	50.00	1,050.00
21	FD-FXR-TG71-K...	Firedex FXR TG71 Pant-Kansas Contract-BLACK - 2020	860.08	18,061.68
21	FD-Trim Upgrade	Contract Gear Trim Upgrade, Per Garment	25.00	525.00
21	FD-XL200	Fire-Dex XL-200 Leather Structural Boot	276.00	5,796.00
21	FD-G2L-Large	Firedex Dex-Pro 3d Structure Glove	78.00	1,638.00
21	TECGEN LV3 Ja...	TECGEN Extreme Level III Jacket	228.00	4,788.00
21	TECGEN-Liner	Zip out Winter Liner for TG51	135.00	2,835.00
21	TECGEN LV3 Pant	TECGEN Extreme Level III Pant w/suspender	278.00	5,838.00
1	Shipping Charges	Insured Freight	990.00	990.00

1728 7000 Road www.1stDue.com
Bartlett, Kansas 888-382-6703
67332

Total \$65,502.00

FROM FIREFIGHTING TO THE FIREFIGHT—WE'VE GOT YOU COVERED

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Sep-20	Sep-19	Sep-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through Sep	Calendar Yr Totals	Y-T-D Through Sep	Calendar Yr Totals
Air Carrier	13	16	0	68	196	265	96	126
Air Taxi	27	26	11	274	262	373	292	390
Itinerant General	828	593	287	4,667	3,683	5,007	3,347	4,283
Itinerant Military	473	444	99	4,411	4,210	5,765	1,869	2,503
Local Civil	156	82	20	981	484	710	323	425
Local Military	436	417	0	6,164	4,627	6,475	1,190	1,915
GRAND TOTAL	1,933	1,578	417	16,565	13,462	18,595	7,117	9,642

PASSENGER ACTIVITY	Sep-20	Sep-19	Sep-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through Sep	Calendar Yr Totals	Y-T-D Through Sep	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	152	651	-	2,227	3,270	4,663	1,866	3,288
Passengers Deplaned	160	503	150	2,189	2,737	3,853	2,101	3,077
Aircraft Landed	-	8	1	56	66	90	57	76
MILITARY CHARTERS								
Passengers Enplaned	127	-	-	277	8,490	8,539	721	721
Passengers Deplaned	-	421	-	83	3,992	9,242	407	407
Aircraft Landed	12	5	2	17	63	117	16	27
Combined Total								
Passengers Enplaned	279	651	-	2,504	11,760	13,202	2,587	4,009
Passengers Deplaned	160	924	150	2,272	6,729	13,095	2,508	3,484



Billard Airport

TOP FAA TOWER OPERATIONS	Sep-20	Sep-19	Sep-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through Sep	Calendar Yr Totals	Y-T-D Through Sep	Calendar Yr Totals
Air Carrier	0	4	0	0	14	19	2	6
Air Taxi	61	112	121	586	807	1,163	1,407	1,704
Itinerant General	1,320	1,080	0	8,355	8,795	11,637	7,388	10,258
Itinerant Military	42	69	56	345	558	733	844	1,129
Local Civil	926	694	0	4,790	4,618	5,992	4,452	6,104
Local Military	6	6	0	144	22	22	54	56
GRAND TOTAL	2,355	1,965	177	14,220	14,814	19,566	14,147	19,257

**DELINQUENT ACCOUNTS
AS OF SEPTEMBER 30, 2020**

DELINQUENT ACCOUNTS AS OF SEPTEMBER 30, 2020											
NAME OF BUSINESS		TOTAL PAST DUE	SEPTEMBER CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION			
								T E L	L R	A G R	L G L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD	RENT/FC	\$12,012.20	\$2,451.20	\$2,414.97	\$2,423.62	\$2,244.12	\$2,478.29	X	X		
T & J AUTO REPAIR	RENT/FC	\$3,137.39	\$1,735.42	\$1,401.97	\$0.00	\$0.00	\$0.00	X	X		
MICHELLE & DUKE KOELLING DBA MDK	RENT/FC	\$1,209.15	\$1,209.15	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
R&R PALLET OF GARDEN CITY INC	RENT/FC	\$37,241.02	\$22,126.57	\$15,114.45	\$0.00	\$0.00	\$0.00	X	X	X	
RURAL DEVELOPMENT CORP	RENT/FC	\$21,597.75	\$319.18	\$426.39	\$5,404.66	\$3,861.88	\$11,585.64	X	X		X
SUBTOTAL		\$75,197.51	\$27,841.52	\$19,357.78	\$7,828.28	\$6,106.00	\$14,063.93				
- 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	\$0.00	\$2,428.00				X
SWIFT AIR LLC	LANDING FEES	\$4,982.90	\$0.00	\$0.00	\$0.00	\$0.00	\$4,982.90	X	X		
UNITED AIRLINES	LANDING FEES	\$632.00	\$0.00	\$632.00	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$9,760.90	\$0.00	\$632.00	\$0.00	\$0.00	\$9,128.90				
PHILIP BILLARD:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
GRANDMOTHERS		\$486.35	\$7.19	\$479.16	\$0.00	\$0.00	\$0.00	X	X		
MICHELLE & DUKE KOELLING DBA MDK		\$107.15	\$107.15	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$593.50	\$114.34	\$479.16	\$0.00	\$0.00	\$0.00				
GRAND TOTALS		\$85,551.91	\$27,955.86	\$20,468.94	\$7,828.28	\$6,106.00	\$23,192.83				

ACTION LEGEND:

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

Metropolitan Topeka Airport Authority
Monthly Leasing Activity Report
September 2020

June 2020 CPI is 0.6%

ANNUAL RENT

TENANT	ADDRESS (FACILITY #)	FROM	TO
NEW:			
NONE		\$0.00	\$0.00
RENEWALS DUE:			
NONE		\$0.00	\$0.00
OPTIONS:			
Advanced Coatings, Inc. (2% Inc)	540 SE Engle St.. (#137)	\$10,104.26	\$10,306.35
INCREASES:			
Brackett, Inc. (2% Inc)	7115 SE Forbes Ave. (#451)	\$46,983.92	\$47,923.60
DECREASES:			
Baston Global LLC	6837 SE Ross St. (#657)	\$18,573.73	\$0.00
Poppin' Squeeze LLC	430 SE Engle St. (#180E)	\$16,303.00	\$0.00
MISCELLANEOUS:			
NONE		\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$58,229.95
Old Annl. Rate	\$91,964.91
Annual Diff.	-\$33,734.96
/12	-\$2,811.25
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	-\$2,811.25

Metropolitan Topeka Airport Authority
Monthly Gross Rental Income Report
September 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	\$281.51
4	Freeman Holdings LLC	4	600	\$1,604.11
	" "	5	601	\$4,074.46
	" "	6	178	\$60.67
	" "	7	609	\$2,354.31
	" "	8	610 - Suite 10,11	\$5,265.57
	" "	9	Land Lease (#613)	\$823.89
	" "	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 ***
				\$27,840.82

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	\$858.86 ***
4	Blue Jazz Java LLP	6	243	\$2,173.62
5	Brackett, Inc.	7	451	\$3,993.63
6	Chigbo Nzewke	8	181	\$52.17
7	Coca-Cola Enterprises, Inc.	9	Land Lease (#400)	\$1,921.00
8	Concrete Supply of Topeka, Inc.	10,11,12	147-148-149	\$1,603.78
9	DXC Technology	13	Parking Lot #1	\$263.06
	" " "	14	Parking Lot #2	\$263.06
	" " "	15	Parking Lot #3	\$108.20
	" " "	16	Parking Lot #4	\$251.63
10	F&L Enterprises Inc. dba WOW Truck and RV Wash	17	100	\$1,116.00
11	Federal Aviation Administration	18	620	\$862.27
12	FedEx Freight	19	Lot	\$600.00
13	Gallery Classic, Inc.	20	384	\$4,377.50
14	Groendyke Transport Inc	21	6N Lot A	\$618.32
15	Ground 1, LLC	22	Land Lease (#453)	\$5,798.61
16	H2I, LLC	23	Land Lease (#255)	\$659.05
17	Henderson, Brad d/b/a Heartland Tree Service	24	260W Parking Lot	\$300.00
18	Houser Enterprises, Inc	25	167	\$6,150.00
19	JSLewis, Inc.	26	415	\$368.49
20	KADA Enterprises LLC	27	260E Parking Lot	\$300.00
21	Kansas Sand & Concrete, Inc	28	Axton St - Lot A	\$1,170.21
22	Kirk, Paul L.	29	140	\$1,733.33
23	Klaton Real Estate, LLC	30	Land & Bldg. Lease (#622)	\$1,490.70
24	Koelling, Michelle & Duke d/b/a MDK	31	801	\$1,191.28
25	LMC, Inc.	32	321	\$367.55
	" " "	33	Land Lease (#383)	\$226.06
	" " "	34	820	\$1,138.55
	" " "	35	Land Lease (#621)	\$253.51
26	Lewis, Mark A. d/b/a M. Lewis Properties	36	248	\$198.13
	" " "	37	629	\$452.21
27	Lynch, Tony C. d/b/a T&J Repair	38	114	\$1,574.37
28	MAXIMUS, Inc.	39	Parking Lot #6	\$718.94
29	McPherson Contractors Inc.	40	452	\$1,104.10
30	Mr. O Auto Sales, LLC	41	183	\$323.45
31	Murray, Christopher d/b/a Mid-America Painting	42,43	123/129	\$533.21
32	NFI Interactive Logistics LLC	44	University & Bleckley Lot	\$366.04
33	Phoenix Recovery of Kansas LLC	45	225	\$1,263.87
34	ProMetal Fabrication, LLS	46	379	\$969.00
35	R & R Pallet of Garden City, Inc	47	170 A	\$6,307.86
	R & R Pallet of Garden City, Inc	48,49,50	170 B/C & Axton Lot B	\$10,960.81
	R & R Pallet of Garden City, Inc.	51	Engle Lot	\$761.42
	R & R Pallet of Garden City, Inc.	52	170-D	\$3,869.62
36	Rippe Enterprises	53	Lot A 61st Street	\$555.27
37	Rural Development Corp.	54	281	\$1,778.89
	" " "	55,56	638/818	\$1,855.21
	" " "	57	Parking Lot #19	\$894.98
	" " "	58	Parking Lot #20	\$467.50
	Rural Development Corp. 1	59	Lot J	\$155.52
	" " "	60	Lot K	\$892.95
38	SEKESC - Greenbush	61	605	\$10,730.03
39	Sports Car Club of America	62	300	\$6,976.58
40	Sunflower Auto Auction, LLC	63	131	\$3,412.24
41	Topeka Construction, LLC	64,65	Land & Bldg. Lease (#449 & #450)	\$1,061.46
	" " "	66	Land & Bldg. Lease (#448)	\$332.04
42	T.R. Management Inc.	67	154	\$1,004.79
	" " "	68	344	\$2,366.19
43	UAR Direct, LLC	69	197	\$917.08
44	Vaerus Aviation, Inc.	70	151	\$1,309.44
				\$110,289.83

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	\$245.99
4	Hetrick Aviation, LLC	4	26	\$3,477.93
5	Kaw Valley Aviation, LLC	5	T-Hangars, Fuel Farm	\$3,669.60 *****
	" "	6	4 - Suite 5 & 6	\$1,249.64
	" "	7	7	\$1,253.60
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
				\$23,905.02

GRAND TOTALS

65	TENANTS	107	FACILITIES	\$162,035.67
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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
September 2020

	SEP 2020	AUG 2020	JUL 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	44	46	47	48	43	44	42	39	38	39	39
FACILITIES LEASED	70	72	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	65	67	68	69	64	68	68	62	62	61	61
FACILITIES LEASED	107	109	110	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 162,036	\$ 164,846	\$ 164,278	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$113,043	\$121,201	\$119,965
NET CHANGE	\$ (2,811)	\$ 568	\$ (4,267)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)