



MTAA

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

Board of Directors

MTAA Board Meeting 3:00 PM

Tuesday, November 15, 2022

MTAA Administrative Office – Board Room

6510 SE Forbes Ave., Building #620

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

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of October 18, 2022.
3. Public Comment.
4. Adopt Agenda.
5. Aerospace / Aviation Industry Growth Opportunities Presentation.

ACTION ITEMS:

6. Election of Officers for December 2022 through November 2023.
7. Consider Resolution No. 22-283 for Authorization of Depository Signatures; and Resolution No. 22-284 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions.
8. Consider Approval of Quote Regarding Additional Asbestos Abatement at 6930 SE Johnston St. (Bldg. #384).
9. Consider Installation of COX Internet Service at Billard Airport.
10. Consider Replacement of Billard Airport Hangar 14 Door.
11. Consider Purchase of Fire Department Turnout Gear.
12. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 11 - TOP New Terminal Construction – Construction Administration Services.
13. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 12 – FOE Passenger Boarding Bridge – Construction Administration Services.

INFORMATIONAL REPORTS:

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

Metropolitan Topeka Airport Authority
Topeka Regional Airport & Business Center | Bldg. 620
6510 SE Forbes Ave., Ste. 1 | Topeka, KS 66619-1446
Phone :: 785.862.2362 | Fax :: 785.862.1830
mtaa-topeka.org



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

Board of Directors

**Metropolitan Topeka Airport Authority
 October 18, 2022**

Regular Monthly Meeting 3:00 PM

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following Board members present: Lisa Stubbs, Sam Sutton and Erica-Garcia Babb (via Zoom). Brian Armstrong was unavailable. Also in attendance were:

- Sam Stallbaumer of WSP USA, Inc.
- Jay Freund of WSP USA, Inc.
- Jennifer Kuchinski of WSP USA, Inc.
- Scott Uhl of WSP USA, Inc.
- Molly Howey of GO Topeka
- Joseph Ledbetter of Ledbetter Law Office
- Bill Wempe – MTAA Police/Fire
- Terry Poley – MTAA Maintenance
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

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

Topeka Mayor Michael Padilla was in attendance via the scheduled Zoom meeting.

Item 1. Notice.

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

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of September 20, 2022 and the Special Board Meeting October 4, 2022.

Chairman Munson asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of September 20, 2022 and the Special Board Meeting October 4, 2022. He inquired if there were any additions, corrections or comments to the Minutes.

Mr. Sutton moved to approve the Minutes of the Regularly Scheduled Board Meeting of September 20, 2022 and the Special Board Meeting October 4, 2022. Ms. Stubbs seconded the motion. Chairman Munson offered the substitute motion of making a correction to a numerical typographic error on Page 5, Item 9.c.f. and Ms. Stubbs then seconded the substitute motion. Motion carried.

Item 3. Public Comment.

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

Item 4. Adopt the Agenda.

Chairman Munson stated that he was amending the agenda to make Item 5 Discussion on MTAA Strategic Plan with Item 5.a. Discussion on Billard Airport Terminal Building to follow.

Chairman Munson made the motion to adopt the Agenda as amended. Ms. Stubbs seconded the motion. Motion carried.

Item 5. MTAA Strategic Plan.

Chairman Munson began the discussion by stating that the MTAA is in the process of creating a strategic plan as a way to engage all stakeholders and create a formal plan and vision for the airports. This plan will include goals which can be tracked over a set number of years.

He proposed a Mission Statement: To establish a unified plan between the City of Topeka, Shawnee County, the MTAA, and other impacted stakeholders that will enable city and county leaders to work together to fully utilize our airports' assets and ensure that Topeka and Shawnee County are successful in recruiting aviation related businesses to this region.

The goal would be to start fresh in 2023 with a formal strategic plan that we can use as a guide to ensure we are progressing and moving forward with our stated goals, and if we fall short, we have a means to track any of those deficiencies.

He proposed that he, as out-going Chair, and Ms. Stubbs, as in-coming Chair, head up the formation of a committee of interested stakeholders that are willing to meet and share ideas to formulate and finalize the strategic plan. Once formed, it is suggested that the committee will assign certain topics for research/analysis/discussion; locate a facilitator for the plan; set a meeting date to confer and formulate ideas; present the Strategic Plan for MTAA Board Adoption.

Item 5.a. Billard Airport Terminal Building.

Chairman Munson reported that on October 12, 2022, he and Mr. Armstrong were joined by Mayor Padilla and Commissioner Mays on a trip to Stearman Field. The purpose of the trip was to experience the atmosphere of the successful restaurant operation which makes Stearman Field a destination stop for airport visitors.

The Board and staff are in beginning the process of formulating an RFP to obtain a restaurant operator for the new terminal building. The design team is considering possibilities to accommodate ideas and options being presented. With construction starting in March, the timeline is somewhat constrained.

Item 6. Consider of Mutual Release and Settlement Agreement.

Mr. Johnson reported this agreement relates to a lawsuit between the MTAA and a former tenant of Building 624, Rural Development Corporation. As the Board is aware, pursuant to the Court's case management order, the MTAA President and legal counsel participated in a mediation on September 22, 2022. Based on guidance from the Board, a mutual yet informal agreement was reached to resolve the dispute. Legal counsel for the MTAA and Rural Development and its legal counsel have approved a formal settlement agreement which requires the Board's review and approval.

Ms. Stubbs inquired if MTAA Counsel views the settlement as favorable to which Mr. Resner responded yes. authorizing the Board Chair to sign the settlement agreement on behalf of the MTAA. Counsel recommended approval of the settlement agreement authorizing the Board Chair to sign the agreement on behalf of the MTAA.

Chairman Munson made a motion that the Board accept the settlement agreement and authorize his signature on behalf of the MTAA. Mr. Sutton seconded the motion. Motion carried.

Item 7. Consider Increase of MTAA Participation in the Momentum 2027 Campaign.

Mr. Johnson reported that the MTAA has contributed to the Greater Topeka Partnership for many years. The contribution is to assist in the effort to make the Topeka area a better place to live, work and raise a family. Building upon the success of Momentum 2022, fundraising for Momentum 2027 is underway.

Momentum 2027 includes 4 initiatives with Equity being at the center of it all.

- Initiative 1 is a Place to Live: includes housing for all, active core and neighborhoods and arts & recreation
- Initiative 2 is a Place to Prosper: includes Retain & Expand, Launch & Develop, and Promote & Attract

- Initiative 3 is a Place to Learn: includes Cradle through Career, and Access to Opportunity
- Initiative 4 is a Place to Belong: includes Engaged & Empowered, Proud & Aware, and Recruit & Retain Talent

The MTAA was asked to increase the five-year commitment from \$10,000 to \$15,000 annually. The 2023 budget includes a contribution of \$10,000 for the first year and a budgetary adjustment for years 2-5 can be made to contribute the requested \$15,000 each year.

Mr. Johnson recommended the MTAA Board of Directors authorize the increase to support the efforts of the Greater Topeka Partnership.

Ms. Stubbs made a motion to make the budgeted Ten Thousand Dollar (\$10,000.00) contribution to the Momentum 2027 Campaign in 2023 and increase the MTAA's support to Fifteen Thousand Dollars (\$15,000.00) for each of the remaining years 2024 through 2027. Mr. Sutton seconded the motion. Motion carried.

Item 8. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 10 - FOE Taxiway Alpha Reconstruction/Rehabilitation and Taxiway Delta Abandonment - Design Services.

Mr. Johnson reported the MTAA received notification from the FAA Central Region to proceed with the Taxiway Alpha-Delta Project at Topeka Regional Airport (FOE). This area is considered a "hot spot" due to the non-standard configuration of the taxiways in relation to Runway 03-21. This project will eliminate Taxiway Delta and realign Taxiway Alpha to intersect the runway at a ninety-degree angle. Additional work will improve lighting and electrical components as well as remove old pavement that has created a debris issue at times.

The Taxiway Alpha-Delta project is included in the FOE Airport Capital Improvement Program (ACIP) and is identified as one of the projects in our On-Call agreement with WSP USA, Inc.

Task Order No. 10 encompasses engineering design services and the development of construction documents for the reconstruction and rehabilitation of segments of Taxiway Alpha at and near the Runway 3 approach and the abandonment of Taxiway Delta at Topeka Regional Airport. Construction observation services are not included in this task order and, if required, will be negotiated at a later date.

Mr. Johnson requested the Board's approval of WSP USA, Inc., Task Order No. 10 – FOE Taxiway Alpha Reconstruction/Rehabilitation and Taxiway Delta Abandonment - Design Services, in the total amount of \$463,500.00, subject to the completion of the Independent Fee Estimate (IFE) and FAA approval.

Ms. Stubbs made a motion to approve Task Order No. 10 – FOE Taxiway Alpha Reconstruction/Rehabilitation and Taxiway Delta Abandonment - Design Services as submitted by WSP USA, Inc. in the amount of Four Hundred Sixty-three Thousand, Five hundred dollars (\$463,500.00), subject to Staff's completion of the Independent Fee Estimate (IFE) and FAA approval. Mr. Sutton seconded the motion. Motion carried.

Information Only Items:

Item 9. Monthly Reports

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

Mr. Johnson provided the following report:

- Coffman Associates completed the PRELIMINARY drafts of three alternates for the MRO location. Initially it was assumed the best location to be adjacent to Taxiway Charlie. There is a future project to construct a taxiway parallel to Runway 13-31 that will make this location more difficult. Alternate 1 and Alternate 2, located on the south side of Runway 03-21 appear to be better suited for a few reasons. Utilities, road, airfield access, future expansion, etc. Coffman is working on forecasts now with plans to submit that information to the FAA as soon as it is completed. Once the FAA signs off, Coffman will look at noise contours. They are fairly confident that there won't be issues due to the fact that

there are KC 135's operating here now and with only a couple of exceptions, 65db's are contained within the fence line.

- The FAA Part 139 Certification inspection was completed on October 11th. Overall, it was a good inspection with only a few items to address. The major items included animal digs in the safety area, erosion and delaminated sign panels.
- The MTAA Fire Department took delivery of the Quick Attack (Squad 10) truck on September 27th. Staff has upfitted the truck and is completing training.
- The new 3,000-gallon ARFF truck will be arriving earlier than last reported. It was reported at the August meeting that it would be delivered near the end of the year. It is now planned for a Mid-November delivery. This truck exceeds MTAA's current FAA Index requirement and is suited for emergency responses to the large aircraft we typically see with the military charter operations.
- Staff was able to get the tenant moved into Hangar 14 last month and completed the repair work as promised. That being said, the move leaves the MTAA shop stored in a couple of Con-ex boxes with temporary power established to keep the equipment plugged in during the winter. Hopes are to construct a simple metal building that will become the new maintenance shop at Billard. Staff is determining the space that will be needed.
- The design services proposal for a new fuel farm at Billard Airport has been received. Staff is reviewing the proposal with plans to present it to the Board soon. This is a much smaller system than the one planned for Topeka Regional Airport but will be designed for future expansion. Funding for this will be provided by the MTAA.
- Airfield burning is planned for next week, weather permitting. This is done to reduce noxious weed growth.

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

Mr. Johnson provided the following report:

- The Go Topeka staff has a number of projects in their pipeline. Included in this are at least a half dozen Aviation/Aerospace projects that they are working on with their consultant. Mr. Johnson has requested Baker Donelson to present at the November Board Meeting. They provided several ideas to Go Topeka in memo form that Mr. Johnson believes would be beneficial for the Board to hear from the consultant.
- Staff is currently working on:
 - Facilities clean-up;
 - Airport Overview and Information Binder – airport Ops, Business Park, leasing, fueling, passenger count;
 - Door rollers at Billard T-Hangar East units have been replaced. The next projects will include roof repairs and painting.
 - Strategic Plan – Chamber had Leo Presley – Presley Associates as the facilitator for their plan. (Molly Howey volunteered to assist with introduction/selection of facilitator.)
- **SEPTEMBER LEASE ACTIVITY (CPI is 8.6%) – ALL INCREASES ARE 2%**
 - **NEW LEASES/RENEWALS**
 - NONE
 - **OPTIONS EXERCISED**
 - Advanced Coatings, Inc. – 540 SE Engle St. (#137); and
 - NOAA – 3600 NE Sardou Ave. (#18)

- **INCREASES**
 - One (1) lease received an annual increase.
- Monthly rental income is \$165,949 or approximately \$1,991,388 per year.
- **DELINQUENT ACCOUNTS (as of 09/30/2022)**
 - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and April, May, June, July, August & September invoices;
 - Brackett Inc. – Account remains delinquent for finance charges and the April, May, June, July, August & September invoices;
 - Rural Development Corporation – Partial payments were received for the March, April, May & June, July and August 2020 invoices. Finance charges on unpaid balances each month. These unpaid charges relate to Bldg. #624. In addition, the water account for Bldg. #281 is delinquent for the August invoices.
 - Billard Airport Restaurant – Delinquent for finance charges and July & August invoices.

9.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following reports:

- The report for the month ending 09/30/2022 reflects revenue to be \$219,572 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts reflect to be \$41,160 less than budgeted;
 - b. Landing Fees are \$8,212 under budget;
 - c. Fuel Flowage Fees are \$54,061 more than budgeted;
 - d. Passenger Facility Charges are \$4,478 under budget;
 - e. Lease & Rental Fees actual income reflects to be \$101,852 more than the budgeted amount;
 - f. Reimbursements total to be \$30,241 ahead of budget;
 - g. CD Interest income is \$13,302 more than the anticipated budget.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$542,361.
- Capital Improvement purchases made during the month of September are as follows:
 - a. **BUILDINGS**– Payment of **\$34,745.00** for the wind-damaged roof repair at 6540 SE Johnston St. (Bldg. #243). Damage was covered by insurance claim proceeds.

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

Item 10. Executive Session

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


Adjournment

Chairman Munson inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made the motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 5:00 p.m.**

These official minutes were approved by the Board of Directors on November 15, 2022.

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Aerospace / Aviation Industry Growth Opportunities Presentation**



Date: November 10, 2022

GO Topeka, as part of its efforts to grow and diversify the economic base of the greater Topeka Metropolitan area, has embarked in an effort to position the Topeka area for sustained and significant growth in the US aerospace and aviation industries.

In January, Steve Hyjek - Baker Donelson provided an overview of the work completed along with recommendations on how a pro-economic development strategy (which includes a shared-risk strategy) would yield the aviation / aerospace industry economic development objectives with Forbes as a centerpiece of that effort.


Today, Mr. Hyjek is here to expand on that information and will identify actions that may increase our ability to compete in aerospace and defense markets.

These actions include:

- Creating a strong identity
- Site preparation
- Developing a new aerospace and defense strategy
- Development of new marketing materials

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **MTAA Board of Directors Election of Officers
for December 2022 through November 2023.
(Board Action Required)**



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL | BILLARD AIRPORT
AIRPORT & BUSINESS CENTER


Date: November 11, 2022

This is the time of year the election of officers normally takes place for the twelve (12) month period beginning December 1st. There is nothing in the MTAA By-Laws that dictates the procedure to be used in the election of officers. The ultimate decision is up to the entire Board of Directors and the commitment that each Board Member feels comfortable in making.

I would like to take this opportunity to thank the Board of Directors and our 2022 Chair, Mike Munson, for the leadership and guidance provided to the MTAA staff throughout the year.

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Board of Directors to Consider Resolution No. 22-283 for Authorization of Depository Signatures; and Resolution No. 22-284 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions. (Board Action Required)**



Date: November 10, 2022

With the election of a new chairman, the Board of Directors needs to review and approve Resolutions as follows:

1. Resolution No. 22-283 for Certification of Authorization of signatures on the bank accounts at Fidelity State Bank & Trust; and
2. Resolution No. 22-284 to designate signatures for the Certificates of Deposit. (MTAA currently has CD investments totaling \$5,776,880 with: Central National Bank; Community National Bank; Equity Bank; and Heritage Bank).

Please note that Resolution No. 22-284 allows for any and all other state and national banks and federally-chartered savings and loan associations, with a facility within Shawnee County, Kansas, to be designated.

The Resolutions presented will remove Mr. Munson's name from the signature cards and will add the new chair's name as an authorized signer on behalf of the MTAA, along with the President and Director of Administration and Finance. Enclosed in your meeting information is a copy of each proposed resolution as it pertains to either MTAA deposit banking accounts or certificates of deposit.

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

METROPOLITAN TOPEKA AIRPORT AUTHORITY
Resolution No. 22-283
CORPORATE BANKING RESOLUTION

(for Deposit Accounts)

Depositor: Metropolitan Topeka Airport Authority
6510 SE Forbes Ave Ste 1
Topeka, KS 66619-1446

Financial Institution: Fidelity State Bank and Trust Co., Topeka, KS
600 S Kansas Ave
P.O. Box 1737
Topeka, KS 66601-1737

Account No: [REDACTED]

I, the undersigned Secretary of the Corporation named above, HEREBY CERTIFY that the Corporation is organized and existing under and by virtue of the laws of the state of Kansas as a corporation for profit, with its principal office at 6510 SE Forbes Ave Ste 1, Topeka, KS 66619-1446

ACCOUNT HOLDER. Metropolitan Topeka Airport Authority is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the Board of Directors of the Corporation, duly and regularly called and held on November 15, 2022, at which a quorum was present and voting, the following resolutions were adopted:

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

X

Cheryl A. Trobough, Director of Admin & Finance of
Metropolitan Topeka Airport Authority

X

Eric M. Johnson, President of Metropolitan Topeka
Airport Authority

X

, Chairman of the Board of Metropolitan Topeka
Airport Authority

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

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

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

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

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

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

CORPORATE BANKING RESOLUTION (for Deposit Accounts)
(Continued)

IN TESTIMONY WHEREOF, I have hereunto set my hand on November 15, 2022 and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

CORPORATE

SEAL

X _____
*Secretary or Assistant Secretary

X _____
Co-*Secretary or Assistant Secretary

*NOTE: In case the Secretary or Assistant Secretary or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate should also be signed by a second Officer or Director of the Corporation.

Fidelity State Bank and Trust Co., Topeka, KS

Account Purpose: Non Consumer

Account Holder Name(s): Metropolitan Topeka Airport Authority
 Reporting SSN/TIN: 48-0878790
 Street Location: 6510 SE Forbes Ave Ste 1, Topeka, KS
 66619-1446
 Telephone Number: Work #: (785) 862-2362
 Number of Signatures Required: 1 CIF Number: 381872

ACCOUNT TYPE Regular Savings	ACCOUNT NUMBER 500010		
ACCOUNT TYPE Non-Personal NOW	ACCOUNT NUMBER 500045		
ACCOUNT TYPE COMMERCIAL & CORRESPONDENT BANK ACCOUNTS	ACCOUNT NUMBER 500010		
ACCOUNT TYPE COMMERCIAL & CORRESPONDENT BANK ACCOUNTS	ACCOUNT NUMBER 500010		
Date Opened 02-26-79	Date Revised	Opened By EJL	Verified By CHEX & R&D

BUSINESS TYPE: Corporation

Signatures of Authorized Individuals. This Agreement is subject to all terms below.

X Cheryl A. Trobough, Director of Admin & Finance of Metropolitan Topeka Airport Authority	X Eric M. Johnson, President of Metropolitan Topeka Airport Authority
X , Chairman of the Board of Metropolitan Topeka Airport Authority	

(Signatures and printed names of each account signer)

The authorized Agent(s) signing above agree(s), that the Corporation's Account(s) will be governed by the terms set forth in the Deposit Account Agreement and Disclosure, the Time Certificate of Deposit or Confirmation of Time Deposit Agreement (if applicable), the Rate and Fee Schedule, the Funds Availability Policy Disclosure, the Substitute Check Policy Disclosure, the Electronic Funds Transfer Agreement and Disclosure, (if applicable), and acknowledge receipt of our privacy policy (if applicable), as amended by the Financial Institution from time to time. The authorized Agent(s) also acknowledge that they have received at least one copy of these deposit account documents. The Authorized Signer(s) understand(s) accounts opened after 5:30 PM are dated effective the next business day.

TIN/BACKUP WITHHOLDING

Reporting TIN: 48-0878790

Important: Under penalties of perjury, I certify that 1) the number shown above is the Corporation's correct taxpayer identification number, 2) I am a U.S. citizen or other U.S. person (defined in the instructions), 3) I am exempt from reporting under the Foreign Account Tax Compliance Act (FATCA), and 4) that (check appropriate box):

- The Corporation is not subject to backup withholding, because the Corporation is exempt from backup withholding, or because the Corporation has not been notified by the IRS that the Corporation is subject to backup withholding as a result of failure to report all interest or dividends, or because the IRS has notified the Corporation that the Corporation is no longer subject to backup withholding.
- The Corporation is subject to backup withholding.

Signature of Authorized Individual: X

Date

CERTIFICATE OF AUTHORITY AND CORPORATE RESOLUTIONS Date: 11-08-2022

The individuals signing above certify that the Corporation is organized, exists, and is duly authorized to transact business under the laws of the state in which it is located and its principal office is located at the address shown above. The name of the Corporation shown herein is the complete and correct name of the Corporation. Excluding the corporation name, all registered assumed business names under which the corporation does business are as follows:

The individuals signing above certify that all of the officers and Authorized Agents ("Agents") of the Corporation listed occupy the positions shown, and have signed herein.

The officers further represent and certify that the following resolutions were adopted at a duly convened meeting of the Board of Directors or by other duly authorized action in lieu of a meeting and remain unmodified and in full force and effect:

- a. That the Agents listed herein are authorized and empowered to act for and on behalf of the Corporation to carry out and perform transactions under the terms and conditions of the Agreement. The named Agents are authorized and empowered to execute such other agreements and to perform such other acts as they deem reasonably necessary to carry out the provisions of the Agreement. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.
- b. That the Financial Institution is directed to accept and pay without further inquiry any item, bearing the following appropriate number of signature(s), drawn against any of the Corporation's accounts with the Financial Institution.
- c. That any one of such Agents is expressly authorized to endorse all checks, drafts, notes, and other items payable to or owned by the Corporation for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.
- d. That the authority given to the Agents shall remain in full force until written notice of revocation is delivered and received by the Financial Institution at each location where an account is maintained. Any such notice shall not affect any items in process at the time notice is given. An Officer or Agent of the Corporation will notify the Financial Institution of any change in the ownership of the Corporation, corporate name, any assumed business names, and any aspect of the Corporation affecting the relationship between the Corporation and the Financial Institution before it occurs.
- e. That the number shown above as the Corporation Tax Identification Number (TIN) is correct.

X

(Signature of Certifying Officer)

X

(*Signature of Other Authorized Director)

*NOTE: In the case the Secretary or other certifying officer is designated by the resolutions as one of the signing officers, this certificate must also be signed by a second Director of the Corporation.

The following information may be used to further identify individual(s) for telephone instructions, large transactions, or if a signature varies.

MMN=Mother's Maiden Name

Name: Cheryl A. Trobough		SSN: [REDACTED]	
Street: 3721 SE Truman Ave, Topeka, KS 66609-1423			
Mailing:			
Phone: (H):	(W): (785) 862-2362	(C):	
Job: Director of Admin & Finance, MTAA			
DOB: [REDACTED]	MMN:		
ID: Drivers License [REDACTED]	Exp Date:	Country: USA	St: KS
	Exp Date:	Country:	St:
Name: Eric M. Johnson		SSN: [REDACTED]	
Street: 2828 NE Kansa Trl, Topeka, KS 66614-3442			
Mailing:			
Phone: (H): [REDACTED]	(W): (785) 862-2362	(C):	
Job: President, MTAA			
DOB: [REDACTED]	MMN: Johnson		
ID: Drivers License [REDACTED]	Exp Date:	Country: USA	St: KS
	Exp Date:	Country:	St:
Name:		SSN:	
Street:			
Mailing:			
Phone: (H):	(W):	(C):	
Job: Chairman of the Board, MTAA			
DOB:	MMN:		
ID:	Exp Date:	Country:	St:
	Exp Date:	Country:	St:

RATE AND FEE SCHEDULE

Account Holders: Metropolitan Topeka Airport Authority
6510 SE Forbes Ave Ste 1
Topeka, KS 66619-1446

Financial Institution: November

Fidelity State Bank and Trust Co., Topeka, KS
600 S Kansas Ave
P.O. Box 1737
Topeka, KS 66601-1737

We appreciate your decision to open a deposit account with us. This schedule sets forth certain conditions, rates, fees, and charges that are specific to your Account. Each Account Holder agrees to the terms set forth on this Deposit Account Rate and Fee Schedule, and acknowledges that it is a part of the Account Agreement. Subject to applicable law and the terms of the Account Agreement, we may amend the rates, fees and charges contained in this schedule from time to time.

REGULAR SAVINGS - ~~XXXXXXXXXX~~

Account Holder: Metropolitan Topeka Airport Authority

Account Opening Date: 11-29-2007

Account Ownership: Corporation

Account Purpose: Non Consumer

Rate Information: This Account is an interest bearing account. The interest rate on the account is 0.01% with an annual percentage yield of 0.01%.

The interest rate and annual percentage yield may change. At our discretion, we may change the interest rate on the account daily. Interest begins to accrue no later than the business day we receive credit for the deposit of noncash items (for example, checks). Interest will be compounded quarterly and will be credited to the account quarterly.

Balance Information: We use the daily balance method to calculate the interest on the account. This method applies a daily periodic rate to the principal in the account each day. We will use an interest accrual basis of 365 (or 366 in leap year) for each day in the year.

Limitations: You must deposit \$100.00 to open this account. If the depositor is under 18 years of age the minimum opening balance is \$25.00. The depositor is permitted or authorized to make no more than six transfers and withdrawals, or a combination of such transfers and withdrawals, per calendar month or statement cycle (or similar period) of at least four weeks, to another account (including a transaction account) of the depositor at the same institution or to a third party by means of a preauthorized or automatic transfer, or telephonic (including data transmission) agreement, order or instruction, or by check, draft, debit card, or similar order made by the depositor and payable to third parties.

Account Fees: Any month in which the daily ledger balance drops below \$300.00, a service charge of \$5.00 is made. If the owner is under 18 or over 65 years of age, with proof of age furnished to the bank, the \$5.00 monthly service charge for balances under \$300.00 is not made. Low \$5.00 charge waived for 3 months to help you build up savings. Regardless of age of account owner, savings accounts with more than 2 withdrawals per month are charged \$1.00 for each withdrawal in excess of 2 in the month. If you are a natural person and you ask for a ATM card or VISA Check Card and we decide to issue you a ATM card or VISA Check Card, the ATM or VISA Check Card withdrawals are counted as a part of the 2 withdrawals per month allowed. VISA Check Cards may only be used for ATM transactions with this account.

NON-PERSONAL NOW - ~~XXXXXXXXXX~~

Account Holder: Metropolitan Topeka Airport Authority

Account Opening Date: 05-01-1989

Account Ownership: Corporation

Account Purpose: Non Consumer

Rate Information: This Account is an interest bearing account. The interest rate on the account is 0.01% with an annual percentage yield of 0.01%.

The interest rate and annual percentage yield may change. At our discretion, we may change the interest rate on the account daily. Interest begins to accrue no later than the business day we receive credit for the deposit of noncash items (for example, checks). Interest will be compounded monthly and will be credited to the account monthly. If the account is closed before interest is credited, you will not receive the accrued interest.

Balance Information: We use the daily balance method to calculate the interest on the account. This method applies a daily periodic rate to the principal in the account each day. We will use an interest accrual basis of 365 (or 366 in leap year) for each day in the year.

Limitations: You must deposit \$100.00 to open this account.

Account Fees: Account maintenance - \$10.00; Activity charges: Deposits \$0.25, Checks paid and debits \$0.17, Unencoded items deposited-- Topeka \$0.10, Non-Topeka \$0.13, ACH debits or credits \$0.15.

COMMERCIAL & CORRESPONDENT BANK ACCOUNTS - ~~XXXXXXXXXX~~

Account Holder: Metropolitan Topeka Airport Authority

Account Opening Date: 12-22-1978

Account Ownership: Corporation

Account Purpose: Non Consumer

Limitations: You must deposit \$100.00 to open this account.

Account Fees: Account maintenance - \$10.00; Activity charges: Deposits \$0.25, Checks paid and debits \$0.17, Unencoded items deposited Topeka \$0.10, Non-Topeka \$0.13, ACH debits or credits \$0.15, Uncollected funds - negative balance - Wall Street Journal Prime Rate plus 2%, Balance fee - .0000893 times average collected balance. The fee schedule disclosed may be offset by the earnings credit on average collected balance. In calculating the earnings credit, the collected balance is reduced by 10% required reserve before multiplying balance by the Treasury Bill rate calculated using the average discount rate on 91-day U.S. Treasury Bills at the previous month's auctions.

**RATE AND FEE SCHEDULE
(Continued)**

COMMERCIAL & CORRESPONDENT BANK ACCOUNTS - ~~xxxxxx~~

Account Holder: Metropolitan Topeka Airport Authority

Account Opening Date: 02-26-1979

Account Ownership: Corporation

Account Purpose: Non Consumer

Limitations: You must deposit \$100.00 to open this account.

Account Fees: Account maintenance - \$10.00; Activity charges: Deposits \$0.25, Checks paid and debits \$0.17, Unencoded items deposited Topeka \$0.10, Non-Topeka \$0.13, ACH debits or credits \$0.15, Uncollected funds - negative balance - Wall Street Journal Prime Rate plus 2%, Balance fee - .0000893 times average collected balance. The fee schedule disclosed may be offset by the earnings credit on average collected balance. In calculating the earnings credit, the collected balance is reduced by 10% required reserve before multiplying balance by the Treasury Bill rate calculated using the average discount rate on 91-day U.S. Treasury Bills at the previous month's auctions.

OTHER ACCOUNT FEES

The following fees apply to all of your accounts with us except Certificates of Deposit and Time Deposit Accounts:

Returned Item Charge:	\$35.00 per returned item (up to 5 per day)
Replacement ATM Card or VISA Check Card:	\$5.00 per card
ATM or VISA Check Card Withdrawals at Non-Fidelity ATMs:	\$2.00 per transaction
Account Closed Without Surrender of all ATM Cards or VISA Check Cards:	\$5.00
Stop Payments; 6 months and Each renewal:	\$30.00
Overdraft:	(created by check, in-person withdrawal, ATM withdrawal, or other electronic means) \$35.00 per item (up to 5 per day) \$5.00
Item Deposited Returned:	Per 1/2 hr. - \$20.00 plus \$2.00 per copy
Research Time/Checkbook Balancing:	\$5.00
Interim Statement:	First five (5) per month Free, then \$1.00 each.
Mobile Deposit Service Charge:	If an item drafted by you (such as a check you write) or drafted by someone else with your permission (such as a remotely created check or preauthorized draft you authorize someone else to create), or a transaction you authorize (such as a preauthorized electronic fund transfer), is presented for payment in an amount that is more than the amount of money available in your account, and we decide not to pay the item or transaction, you agree that we can charge you a fee for returning the payment. When we return a payment due to insufficient available funds, the person who submitted the item or transaction may re-submit the returned item or transaction to us for payment. You understand and agree that we may charge you a fee each time we return an item or transaction that is presented to us for payment because the amount of money available in your account at the time of presentment or re-presentment is not sufficient.
Insufficient Funds:	1.7% of transaction amount
ISA/Cross Border Fee:	\$25.00
Account Closed Within 90 Days of Opening:	\$5.00 per transfer
Overdraft Protection Transfer:	\$5.00 per transfer

The following fees apply to COMMERCIAL & CORRESPONDENT BANK ACCOUNTS; and COMMERCIAL & CORRESPONDENT BANK ACCOUNTS Accounts:

Sweep-Repurchase Agreement:	\$100.00 per Month
Account Service Charge Analysis:	\$5.00 per billing
Receivables Account Maintenance:	\$12.00 per month
Statement CD-ROM:	\$10.00 per Month
Foreign Check Collection (Payable in U.S. Funds):	\$6.00 per item
Constant ("Zero") Balance Account Maintenance:	\$12.00 per month

RATE AND FEE SCHEDULE
(Continued)

ACCOUNT HOLDERS:

FINANCIAL INSTITUTION:

METROPOLITAN TOPEKA AIRPORT AUTHORITY

X _____
Authorized Signer

By: _____
Cheryl A. Trobough, Director of Admin &
Finance of Metropolitan Topeka Airport
Authority

By: _____
Eric M. Johnson, President of Metropolitan
Topeka Airport Authority

By: _____
, Chairman of the Board of Metropolitan Topeka
Airport Authority

METROPOLITAN TOPEKA AIRPORT AUTHORITY
Resolution No. 22-284

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Metropolitan Topeka Airport Authority meeting in regular session on the 15th day of November, 2022 that:

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

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

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

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

_____, Chair of the Board

Eric M. Johnson, MTAA President

Cheryl A. Trobough, MTAA Director of Administration and Finance

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

_____, Chair of the Board

Eric M. Johnson, MTAA President

Cheryl A. Trobough, MTAA Director of Administration and Finance

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

IN WITNESS WHEREOF, we have hereunto set our hands and the seal of the Metropolitan Topeka Airport Authority this 15th day of November, 2022.

Tax Identification No. 48-0878790

Metropolitan Topeka Airport Authority

By _____
Chair of the Board

Attest:

Secretary of the Board

Office of: President
To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Approval of Quote Regarding Additional Asbestos Abatement at 6930 SE Johnston St. (Bldg. #384). (Board Action Required)** Date: November 8, 2022



In September, the Board authorized the removal of asbestos material in the boiler room at Building 384. During this process, it came to our attention that a previous tenant had removed asbestos from other areas of the building and placed it in the crawl space beneath the building. Upon further inspection, we identified several issues in the crawl space that require attention. Along with the stored asbestos, there appears to be a significant amount of material on most of the pipes that must be removed and ventilation is nearly nonexistent. Moisture is causing metal and pipes to rust. Before we can address the ventilation issue, the remaining asbestos must be removed.

We requested quotes for asbestos abatement. Jacobson Asbestos Company provided a quote of \$29,500.00. This includes preparation, removal, disposal and OSHA compliant air monitoring in the structure. The contractor will also place a plastic poly sheeting over the dirt floor once all other work is complete.

I request the Board authorize the removal of the asbestos material at a cost not to exceed Twenty-Nine Thousand Five Hundred Dollars and No Cents (\$29,500.00). We have the necessary funds available in the 2022 budget (61800 - Maintenance on Rental Property).

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 Installation of COX Internet Service at Billard Airport. (Board Action Required)**



Date: November 10, 2022


Recent discussions with our tenants identified the lack of internet service to hangars on the north side of Billard Airport. Cox was contacted several times for a quote to provide this connection. It appears the closest point of service is located near Hangar 14. To extend beyond that will require both directional boring and trenching. We have an estimated cost of \$21,371.00 but that could be reduced if an alternate route can be identified.

I request the Board authorize payment for the installation of Cox internet service at Billard Airport at a cost of Twenty-One Thousand Three Hundred Seventy-one Dollars and No Cents (\$21,371.00).

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 Replacement of Billard Airport
Hangar 14 Door.
(Board Action Required)**



Date: November 10, 2022

Hangar 14 at Billard Airport was occupied by the MTAA maintenance department for several years. During that time, staff repaired and maintained the large overhead door but it is an old door that appears to be original installation making the door and operating system more than fifty years old.

Beginning in September of this year, the hangar was leased to Technical Applications & Consulting, LLC, to house their company aircraft and equipment. The more frequent use of the door necessitates replacement.

Three quotes were obtained for this work but only one includes installation. S&S Powerlift Hydraulic Doors, LLC, provided a quote of \$30,049.65 for the door, operating system and installation.

I request the Board authorize the replacement of the Hangar 14 door at a cost not to exceed Thirty Thousand Forty-Nine Dollars and Sixty-five Cents (\$30,049.65). We are negotiating the shared cost of the door with the tenant over the term of the lease. Funds are available in the 2022 budget (61800 - Maintenance on Rental Property).

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

S&S Powerlift Hydraulic Doors, LLC

9205 SW 100 AVE
 Splvey, KS 67142 US
 316-350-6782
 ss@powerliftdoors.com
 https://sands.powerliftdoors.com



Estimate

ADDRESS
 Tracy Blocker

ESTIMATE 1667
 DATE 10/20/2022
 EXPIRATION DATE 11/03/2022

JOB NAME:
 Topeka - 50x12

	QTY	RATE	TOTAL PRICE
Door 50 x 12 Door	1	19,893.00	19,893.00
Metal Sheeting Labor and Materials for Tin on outside of door	1	3,181.53	3,181.53
Linear Panel Labor and materials for linear panel to sheet the inside of the door	1	2,888.62	2,888.62
Insulation Labor and Materials for Insulating inside of door (3" batt insulation, vinyl backing R11 value)	1	1,586.50	1,586.50
Rental Equipment –Forklift and Scissor Lift for a 2 day rental	1	2,500.00	2,500.00
Additional Information S and S Powerlift will provide the following Customary Products & Services:	1	0.00	0.00

- Fabricated metal framework with one (1) coat of primer/paint
- Two Hydraulic Cylinders, hoses and pump per door – complete system
- Electric motor equipped for electrical tie-in or connection
- standard equipment ~ 220volt / 30amp
- One technician outfitted with fasteners and installation equipment
- Hydraulic fluid – five (5) gallons
- Equipment – Telehandler / Forklift with extendable boom or equivalent lifting machine of adequate size to unload the hydraulic door(s) and scissor lift or adequate machinery to use to install the door while it is being held in place by telehandler / forklift.
- Door cladding, sheeting, trim accessories and installation of Upper Weather Stripping

Customer Requirements & Responsibilities:

- Building Integrity - a building structurally capable of handling imposing door load
- 220volt Final Electrical pump motor tie-in/connection
- One person available to answer questions and assist with project when

Thank you for your business!
 Page 1 of 2

Agenda Item 10
 Page 2 of 3

necessary

Rough opening preparations as specified by final measurements

Fabricated, Delivered & Installed

SUBTOTAL 30,049.65

Due to steel prices moving, DOWNPAYMENT is REQUIRED to lock in your quote. Quoted price is only good for 14 days.

TAX 0.00

Terms of agreement:

25% down deposit with order: \$7,512.41

Balance of project due upon delivery and installation of door(s): \$22,537.24

TOTAL **\$30,049.65**

If balance is not paid within 90 days we will take legal action to receive payment. If this legal action results in Attorney's fees those fees will be paid by the customer.


Customer signature agreeing to the above mention conditions:

Accepted By

Accepted Date

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Purchase of Fire Department Turnout Gear (Board Action Required)**



Date: November 8, 2022

The MTAA recently hired several new firefighters. While this is good news, the turnout gear they need is not one-size-fits-all. We had the newly hired firefighters fitted for gear and were provided the attached quote from 1st Due Emergency Response LLC for bunker gear/wildland gear. 1st Due has the State Contract for the gear listed, and is the best price available.

I request the Board authorize staff to purchase firefighter turnout gear from 1st Due Emergency Response Solutions LLC at a cost of Twenty-One Thousand Two Hundred Twenty-Five Dollars and No Cents (\$21,225.00). We have the necessary funds available in the 2022 budget (61920 – Police & Fire Equipment & Supplies).

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



QUOTATION

Date	Quotation #	FOB
10/26/2022	22-1800	

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

Qty	Item	Description	Each	Total
5	FD-FXR-TFD BL...	Firedex FXR BLACK TG71 Coat Contract 2022	1,231.74	6,158.70
6	FD-FXR-TFD BL...	Firedex FXR BLACK TG71 Pant Contract 2022	926.90	5,561.40
5	FD-1910QTFG-20...	Firedex Traditional Helmet, Any Color, Choice of Goggles or Faceshield - 2022 Contract		0.00
5	TT-Complex Tin	Taylor's Tins - Complex Tin - Custom	68.90	344.50
12	FD-XL200	Fire-Dex XL-200 Leather Structural Boot-2022	298.50	3,582.00
5	FD-H41LINBFH	FireDex H41 Barrier Hood, Pbi-Nano, Laminated SIZED	99.00	495.00
5	FD-G2-TC	Firedex Dex-Pro 3D Structure Glove - Contract 2022	82.50	412.50
6	TECGEN LV3 Jac...	TECGEN51 Deluxe Jacket w/Liner - 2022 Contract	367.90	2,207.40
6	TECGEN LV3 Pa...	TECGEN51 Deluxe Pant w/Suspender - 2022 Contract	311.75	1,870.50
5	PT8-X+R YEL-L	Pro-Tech Extrication + Rescue Yellow	55.00	275.00
1	Shipping Charges	Insured Freight	318.00	318.00

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

Total	\$21,225.00
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FROM FIREFIGHTING TO THE FIREFIGHT—WE'VE GOT YOU COVERED

Office of: President
To: Board of Directors
From: Eric M. Johnson



Subject: **WSP Task Order No. 11 – New Terminal Building
Construction at Philip Billard Airport
(Board Action Required)**

Date: November 10, 2022

WSP USA Inc.'s (WSP) contract for design of this project was previously approved by the Board and the FAA. The construction observation for this phase of the project will be included in the grant to allow reimbursement of the funds as negotiated.

WSP recently submitted the contract documents which includes the scope of work and the construction engineering services fee. With the receipt of this material, staff will make arrangements with Crawford, Murphy & Tilly Engineers & Consultants to provide an Independent Fee Estimate (IFE). The IFE is an eligible administrative cost for reimbursement under the grant and is used to assist staff with determining a fair value for the services provided.

The initial document provided by WSP identified a construction engineering service cost of \$271,380.00. Upon receipt of the IFE, we will conduct our comparison of the WSP service fee and the IFE, and proceed with negotiations, if deemed necessary.

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

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 11 (30900280B2)

This Task Order No. 1 is made and entered into this _____ day of _____, 20 22, 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 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 Appendix A.

2. **Schedule**

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

3. **Compensation**

For Cost Reimbursable Task Orders: The OWNER shall compensate WSP for the performance of SERVICES stated above, based on actual hours spent by WSP and the hourly rates provided in Appendix C for an estimated amount of \$ 271,375.58, on the basis of a Cost Plus Maximum with a Fixed Fee of \$ 25,898.16.

4. Both parties agree that this Task Order No. 11 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.

IN WITNESS WHEREOF, this Task Order No. 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

Signature
Scott Cogan, PE
Assistant Vice President

Typed Name/Title

Date of Signature

Date of Signature

Appendix A

1.1. Project Task Descriptions:

B. Construction Administration Services:

The CONSULTANT shall perform construction administration services of the project. The CONSULTANT'S work effort under this contract shall specifically include the following tasks:

1. Attend and conduct a pre-construction conference (virtual, if necessary) for the electrical upgrade project. Minutes of the conference will be prepared by the CONSULTANT and distributed to attendees and relevant parties.
2. Assist MTAA with coordinating contractor(s) schedule, access to the site, employee parking, and contractor staging area.
3. Provide part-time construction observation services, including preparation of weekly/monthly progress reports during construction, DBE reports, measurement of quantities of work completed and/or installed, and review wage reports to document the prosecution and progress of the Project. Should additional site visits be required by MTAA which are in excess of those identified in Appendix B, resulting in the need for additional services, a modification to this Task Order contract may be negotiated for these additional costs and potentially for additional schedule (period of services). The project has a 100-calendar day contractor procurement period. The project also has a 360-calendar day construction period. Assumed site visits and presence on the project site include:
 - a. Weekly and periodic visits by RPR during construction period
 - i. To record progress and observe construction activities
 - ii. WSP and/or HTK to be present for these services
 - iii. 2 visits per week at 4 hours per visit for the duration of construction are included in this scope and fee.
 - b. Special visits for critical tasks – (WSP or HTK)
 - i. 20 visits at 8 hours per visit are included in this scope and fee.

Additional assumptions and definitions:

- a. WSP to perform project management and administrative tasks
4. Prepare payment recommendation, review contractor pay requests, and submit to MTAA. Prepare and negotiate Change Orders if needed. This scope and fee includes three (3) change orders.
5. Conduct weekly construction progress meetings to review progress with contractors and MTAA. Weekly meetings will be held virtually.
6. Review shop drawing submittals and request for information by contractor for field change conditions and verifications
 - a. Number of shop drawing reviews included in this agreement – 20
 - b. Number of requests for information included in this agreement – 5
 - 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 the limited purpose of checking for general conformance 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 MTAA and the Contractor. It is assumed that one final inspection will be made for the electrical upgrade project. If additional inspections need to be made after the Contractor addresses any potential punch list items a supplement to this agreement may be negotiated.
8. Prepare Record Drawings.
 - a. CONSULTANT shall submit one (1) full size, one (1) half size and electronic file of the Record Drawings.
9. Prepare a final construction report and closeout documents.
 - a. CONSULTANT shall complete this task within 60 calendar days of Construction Contractor's final project acceptance.

Appendix B

DERIVATION OF CONSULTANT PROJECT COSTS

PHILIP BILLARD MUNICIPAL AIRPORT
 TOPEKA, KANSAS
 AIP Project No. 3-20-0082-023
 Construct New Terminal Construction Administration Services
 FEE PROPOSAL
 November 9, 2022

1 DIRECT SALARY COSTS:

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Principal	5	\$106.08	\$530.40
PM / RE	314	\$50.63	\$15,897.82
Deputy PM	428	\$69.90	\$29,917.20
Inspector	546	\$34.84	\$19,022.64
Structural	64	\$46.72	\$2,990.08
Structural QA/QC	20	\$81.77	\$1,635.40
Project Admin	46	\$42.30	\$1,945.80
	1,423		
		Total Direct Salary Costs	\$71,939.34

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs 140.00 \$100,715.08

3 SUBTOTAL:

Items 1 and 2 \$172,654.42

4 PROFIT:

15% \$25,898.16

Subtotal **\$198,552.58**

5 OUT-OF-POCKET EXPENSES:

- a. Rental Vehicles \$ 6,000.00
- b. Other Direct Costs \$ 3,000.00

Total Out-of-Pocket Expenses **\$9,000.00**

6 SUBCONTRACT COSTS:

- a. HTK Architects \$ 53,823.00
- b. TSI Geotechnical (Material Testing) \$ 10,000.00

Total Subcontract Costs **\$63,823.00**

7 TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6 \$271,375.58

USE \$271,380.00 CONTRACT MAX


PHILIP BILLARD MUNICIPAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0082-023
Construct New Terminal Construction Administration Services
Hour Derivation
November 9, 2022

Classification:	Kuchinski	Stallbaumer	Mueller	Moore	Hollman	Linck	Holmstey	Total Hours	Labor Cost	Notes
Gross Hourly Rate:	\$285.46	\$136.25	\$188.10	\$93.75	\$125.72	\$220.04	\$113.83			
A. CONSTRUCTION SERVICES										
1. Project Administration										
1.1 Coordination with Owner	1	40						41	\$ 5,735.46	
1.2 Project / Contractor Management			30					30	\$ 5,643.00	
1.3 Bi-Weekly Meetings with Client		40						40	\$ 5,450.00	
1.4 Monthly Progress Reports to Client	1		16					17	\$ 3,295.06	
1.5 Project Financial Management			16				16	32	\$ 4,830.88	
1.6 Invoicing							30	30	\$ 3,414.90	
Total Hours	190	2	80	62	0	0	0	46	\$ 28,369.30	
Total Labor Cost	\$28,369.30	\$570.92	\$10,900.00	\$11,662.20	\$0.00	\$0.00	\$0.00	\$5,236.18		
2. Pre-Construction Services										
2.1 Pre-Con Mtg		4	6	4				14	\$ 2,048.60	
2.2 Document Control			20					20	\$ 3,762.00	
2.3 Shop Drawings			20		28	10		58	\$ 9,482.56	
2.4 COP			8	8				16	\$ 2,594.80	
Total Hours	108	0	12	54	4	28	10	0	\$ 17,887.96	
Total Labor Cost	\$17,887.96	\$0.00	\$1,635.00	\$10,157.40	\$375.00	\$3,520.16	\$2,200.40	\$0.00		
3. Construction Observation										
3.1 RPR Full Time		60		360				420	\$ 41,925.00	
3.2 PIC/PM contract admin/observations	2							2	\$ 570.92	
3.3 PT RPR Assistance			120		16			136	\$ 24,583.52	
3.4 Pay Applications / Recommend's			30					30	\$ 5,643.00	
3.5 Change Orders, etc.		10	10	4	4			28	\$ 4,121.38	
3.6 Progress Meetings		112	24	112				248	\$ 30,274.40	
3.7 QA Testing Oversight / Documentation			40	20				60	\$ 9,399.00	
3.8 Contractor Submittals			20					20	\$ 3,762.00	
3.9 Contractor RFI's			16		16	10		42	\$ 7,221.52	
Total Hours	986	2	182	260	496	36	10	0	\$ 127,500.74	
Total Labor Cost	\$127,500.74	\$570.92	\$24,797.50	\$48,906.00	\$46,500.00	\$4,525.92	\$2,200.40	\$0.00		
4. Construction Closeout										
4.1 Punchlist and Pre-Final Walk Through		8	10	8				26	\$ 3,721.00	
4.2 Final Walk Through		8	8	8				24	\$ 3,344.80	
4.3 Record Drawings			10	20				30	\$ 3,756.00	
4.4 Final Construction Report / Delivery	1	24	24	10				59	\$ 9,007.36	
Total Hours	139	1	40	52	46	0	0	0	\$ 19,829.16	
Total Labor Cost	\$19,829.16	\$285.46	\$5,450.00	\$9,781.20	\$4,312.50	\$0.00	\$0.00	\$0.00		
PART A TOTAL LABOR COST									\$193,587.16	

PHILIP BILLARD MUNICIPAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0082-023
Construct New Terminal Construction Administration Services
Hour Derivation
November 9, 2022

	Kuchinski	Stallbaumer	Mueller	Moore	Hollman	Link	Holmsley	Total Hours	Labor Cost	Notes
Classification:	Principal	PM / RE	Deputy PM	Inspector	Structural	Structural QA/QC	Project Admin			
Gross Hourly Rate:	\$285.46	\$136.25	\$188.10	\$93.75	\$125.72	\$220.04	\$113.83			
B. SPECIAL SERVICES										
Special Services	0	0	0	0	0	0	0			
Total Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
									PART B TOTAL LABOR COST	\$ -
									GRAND TOTAL LABOR COST	\$ 193,587.16

Office of: President
To: Board of Directors

From: Eric M. Johnson 

Subject: **WSP Task Order No. 12 – New Passenger Boarding Bridge at Philip Billard Airport (Board Action Required)**



Date: November 10, 2022

WSP USA Inc.'s (WSP) contract for design of this project was previously approved by the Board and the FAA. The construction observation for this phase of the project will be included in the grant to allow reimbursement of the funds as negotiated.

WSP recently submitted the contract documents which includes the scope of work and the construction engineering services fee. With the receipt of this material, staff will make arrangements with Crawford, Murphy & Tilly Engineers & Consultants to provide an Independent Fee Estimate (IFE). The IFE is an eligible administrative cost for reimbursement under the grant and is used to assist staff with determining a fair value for the services provided.

The initial document provided by WSP identified a construction engineering service cost of \$122,260.00. Upon receipt of the IFE, we will conduct our comparison of the WSP service fee and the IFE, and proceed with negotiations, if deemed necessary.

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

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 12 (30900280G2)

This Task Order No. 12 is made and entered into this _____ day of _____, 20 22, 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 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 Appendix A.

2. **Schedule**

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

3. **Compensation**

For Cost Reimbursable Task Orders: The OWNER shall compensate WSP for the performance of SERVICES stated above, based on actual hours spent by WSP and the hourly rates provided in Appendix C for an estimated amount of \$ 122,260.00, on the basis of a Cost Plus Maximum with a Fixed Fee of \$ 9,386.12.

4. Both parties agree that this Task Order No. 12 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.

IN WITNESS WHEREOF, this Task Order No. 12 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

Signature
Scott Cogan, PE
Assistant Vice President

Typed Name/Title

Date of Signature

Date of Signature

Appendix A

1.1. Project Task Descriptions:

B. Construction Administration Services:

The CONSULTANT shall perform construction administration services of the project. The CONSULTANT'S work effort under this contract shall specifically include the following tasks:

1. Attend and conduct a pre-construction conference (virtual, if necessary) for the electrical upgrade project. Minutes of the conference will be prepared by the CONSULTANT and distributed to attendees and relevant parties.
2. Assist MTAA with coordinating contractor(s) schedule, access to the site, employee parking, and contractor staging area.
3. Provide part-time construction observation services, including preparation of weekly/monthly progress reports during construction, DBE reports, measurement of quantities of work completed and/or installed, and review wage reports to document the prosecution and progress of the Project. Should additional site visits be required by MTAA which are in excess of those identified in Appendix B, resulting in the need for additional services, a modification to this Task Order contract may be negotiated for these additional costs and potentially for additional schedule (period of services). The project has a 100-calendar day contractor procurement period. The project also has a 60-calendar day construction period. Assumed site visits and presence on the project site include:
 - a. Weekly and periodic visits by RPR during construction period
 - i. To record progress and observe construction activities
 - ii. WSP and/or AERO to be present for these services
 - iii. 2 visits per week at 4 hours per visit for the duration of construction are included in this scope and fee.
 - b. Special visits for critical tasks
 - i. 8 visits at 8 hours per visit are included in this scope and fee.

Additional assumptions and definitions:

- a. WSP to perform project management and administrative tasks
4. Prepare payment recommendation, review contractor pay requests, and submit to MTAA. Prepare and negotiate Change Orders if needed. This scope and fee includes three (2) change orders.
5. Conduct weekly construction progress meetings to review progress with contractors and MTAA. Weekly meetings will be held virtually.
6. Review shop drawing submittals and request for information by contractor for field change conditions and verifications
 - a. Number of shop drawing reviews included in this agreement – 10
 - b. Number of requests for information included in this agreement – 5
 - 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 the limited purpose of checking for general conformance 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 MTAA and the Contractor. It is assumed that one final inspection will be made for the electrical upgrade project. If additional inspections need to be made after the Contractor addresses any potential punch list items a supplement to this agreement may be negotiated.
8. Prepare Record Drawings.
 - a. CONSULTANT shall submit one (1) full size, one (1) half size and electronic file of the Record Drawings.
9. Prepare a final construction report and closeout documents.
 - a. CONSULTANT shall complete this task within 60 calendar days of Construction Contractor's final project acceptance.

Appendix B

DERIVATION OF CONSULTANT PROJECT COSTS

TOPEKA REGIONAL AIRPORT
 TOPEKA, KANSAS
 AIP Project No. 3-20-0113-044
 New PBB Construction Administration Services
 FEE PROPOSAL
 November 10, 2022

1 DIRECT SALARY COSTS:

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Principal	5	\$106.08	\$530.40
PM / RE	166	\$50.63	\$8,404.58
Deputy PM	132	\$69.90	\$9,226.80
Inspector	152	\$34.84	\$5,295.68
Structural	20	\$46.72	\$934.40
Structural QA/QC	4	\$81.77	\$327.08
Project Admin	32	\$42.30	\$1,353.60
	511		
		Total Direct Salary Costs	\$26,072.54

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs	140.00	\$36,501.56
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3 SUBTOTAL:

Items 1 and 2	\$62,574.10
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4 PROFIT:

15%	\$9,386.12
-----	------------

Subtotal	\$71,960.22
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5 OUT-OF-POCKET EXPENSES:

a. Rental Vehicles	\$ 6,000.00
b. Other Direct Costs	\$ 3,000.00

Total Out-of-Pocket Expenses	\$9,000.00
-------------------------------------	-------------------

6 SUBCONTRACT COSTS:

a. AERO Systems	\$ 31,300.00
b. TSi Geotechnical (Material Testing)	\$ 10,000.00

Total Subcontract Costs	\$41,300.00
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7 TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6	\$122,260.22
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USE \$122,260.00 CONTRACT MAX

TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-044
New PBB Construction Administration Services
Hour Derivation
November 10, 2022

Classification:	Kuchinski	Stallbaumer	Mueller	Moore	Hollman	Link	Holmsley	Total Hours	Labor Cost	Notes
Gross Hourly Rate:	Principal \$285.46	PM / RE \$136.25	Deputy PM \$188.10	Inspector \$93.75	Structural \$125.72	Structural QA/QC \$220.04	Project Admin \$113.83			
A. CONSTRUCTION SERVICES										
1. Project Administration										
1.1 Coordination with Owner	1	16						17	\$ 2,465.46	
1.2 Project / Contractor Management			8					8	\$ 1,504.80	
1.3 Bi-Weekly Meetings with Client		24	8					32	\$ 4,774.80	
1.4 Monthly Progress Reports to Client	1	8	2					11	\$ 1,751.66	
1.5 Project Financial Management			8				8	16	\$ 2,415.44	
1.6 Invoicing							24	24	\$ 2,731.92	
Total Hours	108	48	26	0	0	0	32	108	\$ 15,644.08	
Total Labor Cost	\$15,644.08	\$570.92	\$6,540.00	\$4,890.60	\$0.00	\$0.00	\$0.00		\$3,642.56	
2. Pre-Construction Services										
2.1 Pre-Con Mtg		4	6	4				14	\$ 2,048.60	
2.2 Document Control			4					4	\$ 752.40	
2.3 Shop Drawings			4		8	2		14	\$ 2,198.24	
2.4 COP		8	8					16	\$ 2,594.80	
Total Hours	48	12	22	4	8	2	0	48	\$ 7,594.04	
Total Labor Cost	\$7,594.04	\$0.00	\$1,635.00	\$4,138.20	\$375.00	\$1,005.76	\$440.08		\$0.00	
3. Construction Observation										
3.1 RPR Full Time				40				40	\$ 3,750.00	
3.2 PIC/PM contract admin/observation	2	16						18	\$ 2,750.92	
3.3 PT RPR Assistance			8		8			16	\$ 2,510.56	
3.4 Pay Applications / Recommend's			8					8	\$ 1,504.80	
3.5 Change Orders, etc.		10	10	4				24	\$ 3,618.50	
3.6 Progress Meetings		16	16	16				48	\$ 6,689.60	
3.7 QA Testing Oversight / Documentation		12	4	16				32	\$ 3,887.40	
3.8 Contractor Submittals		16	4					20	\$ 2,932.40	
3.9 Contractor RFI's		8	8		4	2		22	\$ 3,537.76	
Total Hours	228	78	58	76	12	2	0	228	\$ 31,181.94	
Total Labor Cost	\$31,181.94	\$570.92	\$10,627.50	\$10,909.80	\$7,125.00	\$1,508.64	\$440.08		\$0.00	
4. Construction Closeout										
4.1 Punchlist and Pre-Final Walk Through		8	8	8				24	\$ 3,344.80	
4.2 Final Walk Through		8	8	8				24	\$ 3,344.80	
4.3 Record Drawings		4	2	16				22	\$ 2,421.20	
4.4 Final Construction Report / Delivery	1	8	8	40				57	\$ 6,630.26	
Total Hours	127	28	26	72	0	0	0	127	\$ 15,741.06	
Total Labor Cost	\$15,741.06	\$285.46	\$3,815.00	\$4,890.60	\$6,750.00	\$0.00	\$0.00		\$0.00	
PART A TOTAL LABOR COST									\$70,161.12	

TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-044
New PBB Construction Administration Services
Hour Derivation
November 10, 2022

Classification: Gross Hourly Rate:	Kuchinski Principal \$285.46	Stallbaumer PM / RE \$136.25	Mueller Deputy PM \$188.10	Moore Inspector \$93.75	Hollman Structural \$125.72	Linck Structural QA/QC \$220.04	Holmsley Project Admin \$113.83	Total Hours	Labor Cost	Notes
B. SPECIAL SERVICES										
Special Services	0	0	0	0	0	0	0			
Total Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
									PART B TOTAL LABOR COST	\$ -
									GRAND TOTAL LABOR COST	\$ 70,161.12

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Oct-22	Oct-21	Oct-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
Air Carrier	7	12	6	186	83	190	74	87
Air Taxi	47	47	46	458	342	454	320	359
Itinerant General	685	596	653	6,517	6,822	7,806	5,320	6,349
Itinerant Military	545	298	469	4,381	4,070	4,917	4,880	5,778
Local Civil	209	140	230	1,922	2,252	2,629	1,211	1,602
Local Military	638	507	756	8,036	10,364	12,018	6,920	8,543
GRAND TOTAL	2,131	1,600	2,160	21,500	23,933	28,014	18,725	22,718

PASSENGER ACTIVITY	Oct-22	Oct-21	Oct-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	401	305	131	2,513	1,162	1,649	2,358	2,524
Passengers Deplaned	402	159	133	2,019	1,109	1,955	2,322	2,456
Aircraft Landed	5	3	2	60	37	47	58	60
MILITARY CHARTERS								
Passengers Enplaned	-	220	242	4,817	6,918	7,493	519	519
Passengers Deplaned	224	212	-	7,669	961	3,180	83	83
Aircraft Landed	-	4	1	74	96	112	18	18
Combined Total Passengers Enplaned	401	525	373	7,330	8,080	9,142	2,877	3,043
Combined Total Passengers Deplaned	626	371	133	9,688	2,070	5,135	2,405	2,539



Billard Airport

TOP FAA TOWER OPERATIONS	Oct-22	Oct-21	Oct-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
Air Carrier	0	0	0	7	2	3	0	0
Air Taxi	231	111	65	1,340	789	1,018	651	779
Itinerant General	1,048	907	1,300	9,069	9,817	11,724	9,655	11,562
Itinerant Military	144	32	38	758	352	462	383	484
Local Civil	610	562	782	4,774	4,740	6,028	5,572	6,764
Local Military	10	0	10	22	110	120	154	154
GRAND TOTAL	2,043	1,612	2,195	15,970	15,810	19,355	16,415	19,743

**DELINQUENT ACCOUNTS
AS OF OCTOBER 31, 2022**

NAME OF BUSINESS		TOTAL PAST DUE	OCTOBER 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 L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD DESIGN	RENT/FC	\$15,655.37	\$2,538.19	\$2,500.71	\$2,499.22	\$2,462.29	\$5,654.96	X	X		
BRACKETT INC.	RENT/FC	\$29,289.73	\$6,535.61	\$4,676.50	\$4,521.94	\$4,455.12	\$9,100.56	X	X		
F & L ENTERPRISES INC	RENT/FC	\$2,270.30	\$2,264.16	\$0.00	\$0.00	\$6.14	\$0.00	X	X		
FAA TECH OPS. BLDG 620	RENT	\$685.19	\$685.19	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
GOVERNMENT INVESTMENT PARTNER	RENT/FC	\$1,341.44	\$1,341.44	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MARK A. LEWIS DBA MLEWIS PROPERTIES	RENT/FC	\$1,380.65	\$695.46	\$685.19	\$0.00	\$0.00	\$0.00	X	X		
PROMETAL FABRICATION	RENT	\$1,158.14	\$1,158.14	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$51,780.82	\$15,218.19	\$7,862.40	\$7,021.16	\$6,923.55	\$14,755.52				
- 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 -											
ATLAS AIR INC	LANDING FEES	\$475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00	X	X		
EASTERN AIRLINES LLC	LANDING FEES	\$7,420.00	\$0.00	\$1,900.00	\$2,850.00	\$0.00	\$2,670.00	X	X		
ELITE AIRWAYS	LANDING FEES	\$224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$224.00	X	X		
MIAMI AIR INTERNATIONAL INC	LANDING FEES	\$2,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.00				X
NATIONAL AIR LINES	LANDING FEES	\$2,823.00	\$0.00	\$2,823.00	\$0.00	\$0.00	\$0.00	X	X		
RVR AVIATION	LANDING FEES	\$86.18	\$0.00	\$0.00	\$0.00	\$0.00	\$86.18	X	X		
SUBTOTAL		\$13,456.18	\$0.00	\$4,723.00	\$2,850.00	\$0.00	\$5,883.18				
PHILIP BILLARD:											
BILLARD AIRPORT RESTAURANT	RENT/FC	\$2,474.26	\$1,238.84	\$1,235.42	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$2,474.26	\$1,238.84	\$1,235.42	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
MLEWIS - BLDG 248	WATER/FC	\$240.13	\$120.93	\$119.20	\$0.00	\$0.00	\$0.00	X	X		
MLEWIS - BLDG 629	WATER/FC	\$240.07	\$120.93	\$119.14	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$480.20	\$241.86	\$238.34	\$0.00	\$0.00	\$0.00				
GRAND TOTALS		\$68,191.46	\$16,698.89	\$14,059.16	\$9,871.16	\$6,923.55	\$20,638.70				

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

Metropolitan Topeka Airport Authority
 Monthly Leasing Activity Report
 October 2022

July 2022 CPI is 8.5%

2% Increase was applied in lieu of CPI

ANNUAL RENT

TENANT	ADDRESS (FACILITY #)	FROM	TO
NEW:			
NONE		\$0.00	\$0.00
RENEWALS DUE:			
Billard Airport Restaurant (2% Increase - Month-to-Month)	3600 NE Sardou (Terminal Bldg. #4)	\$12,967.92	\$13,227.24
Federal Aviation Administration (FAA is Preparing Lease)	6510 SE Forbes Ave. (Bldg. #620 Ste. 2)	\$9,899.28	\$9,899.28
OPTIONS:			
Heartland Coca-Cola (Contractual Rate Increase in 2026)	435 SE 70th St. (#400)	\$30,205.00	\$30,205.00
INCREASES: 2%			
Freeman Holdings LLC	7000 SE Forbes Ave. (Bldg. #600)	\$20,491.70	\$20,901.53
Freeman Holdings LLC	6832 SE Ross St. (Bldg. #609)	\$30,372.91	\$30,980.37
Shawnee County Sheriff's Office	Firing Range (Bldg. #667)	\$6,502.21	\$6,632.25
DECREASES:			
NONE		\$0.00	\$0.00
MISCELLANEOUS:			
NONE		\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$111,845.67
Old Annl. Rate	\$110,439.02
Annual Diff.	\$1,406.65
/12	\$117.22
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	\$117.22

Metropolitan Topeka Airport Authority
 Monthly Gross Rental Income Report
 October 2022

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,326.15
3	Combat Air Museum	2,3	602/604	\$301.50
4	Freeman Holdings LLC	4	600	\$1,741.79
	" "	5	601	\$4,330.50
	" "	6	609	\$2,581.70
	" "	7	610 - Suite 10,11	\$5,478.30
	" "	8	Land Lease (#613)	\$943.27
	" "	9	619	\$2,342.75
	" "	10	627	\$508.83
	" "	11	697	\$389.48
5	Gary Properties LLC	12	626	\$1,815.68
6	Haselwood Farm Inc.	13	Farm	\$164.73 ***
	Haselwood Farm Inc.	14	Farm B	\$368.57 ***
	Haselwood Farm Inc.	15	Farm C	\$98.51 ***
7	Head Inc.	16	Abandoned Ramp	\$500.00
8	Pettit, Brooks	17	603 - 240sf	\$50.00
9	Shawnee County	18	667 (Firing Range)	\$552.69 ***
10	Topeka Police Dept.	19	669 (Firing Range)	\$111.23 ***
				\$29,071.51

	TENANT		FACILITY	MONTHLY RENT	
1	ACA Event Rental LLC	1	260	\$2,395.47	
2	AT&T Services, Inc.	2	280	\$472.19	
3	Advanced Coalings Inc.	3	137	\$893.56 ***	
4	A-1 Restaurant and Bar Supply	4	252	\$2,932.63	
	A-1 Restaurant and Bar Supply	5	139 (storage)	\$500.00	
	A-1 Restaurant and Bar Supply	6	624	\$4,500.00	
5	Blue Jazz Java LLP	7	243	\$2,261.43	
6	BME Home LLC	8	384	\$4,377.50	
7	Brackett, Inc.	9	451	\$4,154.98	
8	Concrete Supply of Topeka, Inc.	10,11,12	147-148-149	\$1,714.05	
9	F&L Enterprises Inc. dba WOW Truck and RV Wash	13	100	\$1,198.65	
10	Federal Aviation Administration	14	620	\$824.94	
11	Freeman Holdings LLC	15	178	\$64.98	
12	Gainwell Technologies LLC	16,17,18,19	Parking Lots #1, #2, #3, #4	\$921.75	
13	GIP LLC	20	Parking Lot #21	\$1,148.26	
14	Groendyke Transport Inc	21	Parking Lot #17 (6N Lot A)	\$643.30	
15	Ground 1, LLC	22	Land Lease (#453)	\$6,377.45	
16	H2I, LLC	23	Land Lease (#255)	\$680.30	
17	Heartland Coca-Cola Bottling Co.	24	Land Lease (#400)	\$2,517.08	
18	Henderson, Brad d/b/a Heartland Tree Service	25	Parking Lot #10W (260W)	\$306.00	
19	Hinnah, Dan	26	657	\$1,453.33	
20	Home Depot USA, Inc.	27,28,29,30,31	Parking Lots #7,#18,#20,#23 & #24	\$5,218.51	
21	Houser Enterprises, Inc	32	167	\$5,500.00	
22	JSLewis, Inc.	33	415	\$394.66	
23	KADA Enterprises LLC	34	Parking Lot #10E (260E)	\$322.22 ***	
24	Kansas Sand & Concrete, Inc	35	Parking Lot #16 (Axton Lot A)	\$1,248.25	
25	Kirk, Paul L. Sr. dba Advance Street Rod Design	36	140	\$1,803.36	
26	Klaton Real Estate, LLC	37	Land & Bldg. Lease (#622)	\$1,566.14	
27	Koelling, Michelle & Duke d/b/a MDK	38	801	\$1,275.86	
28	LMC, Inc.	39	321	\$590.53	
	"	"	40	Land Lease (#383)	\$233.34
	"	"	41	Land Lease (#621)	\$262.20
29	Lewis, Mark A. d/b/a M. Lewis Properties	42	248	\$207.35	
	"	"	43	629	\$467.71
30	Lynch, Tony C. dba T&J Repair	44	114	\$1,690.97	
31	McPherson Contractors Inc.	45	452	\$1,185.87	
32	Mr. O Auto Sales, LLC	46	183	\$347.40	
33	Murray, Christopher d/b/a Mid-America Painting	47,48	123/129	\$554.75	
34	NFI Interactive Logistics LLC	49	Parking Lot #12 (University/Bleckley)	\$389.04	
35	Nzekwe, Chigbo	50	181	\$54.28	
36	Phoenix Recovery of Kansas LLC	51	225	\$1,353.61	
37	ProMetal Fabrication, LLS	52	379	\$1,040.76	
38	R & R Pallet of Garden City, Inc	53,54,56,57,58	170 ABC & Pkg Lots #13 & #16	\$17,339.92	
39	Rippe Enterprises	59	Parking Lot #15 (Axton Lot C)	\$577.70	
40	Rural Development Corp.	60	281	\$1,901.20	
	"	"	61,62	638/818	\$1,986.93
41	SEKESC - Greenbush	63	605	\$10,730.03	
42	Sports Car Club of America	64	300	\$1,156.43	
43	Sunflower Auto Auction, LLC	65	131	\$3,550.10	
44	Topeka Construction, LLC	66,67	Land & Bldg. Lease (#449 & #450)	\$1,095.69	
	"	"	68	Land & Bldg. Lease (#448)	\$364.36
45	T.R. Management Inc.	69	154	\$1,045.38	
	"	"	70	344	\$2,461.79
46	UAR Direct, LLC	71	197	\$974.71	
47	Vaerus Aviation Inc.	72	151	\$1,362.34	
				\$110,591.24	

TENANT			FACILITY		MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15		\$107.69
2	Billard Airport Restaurant	2	4 - Suite 2		\$1,102.27
3	H&H Aircraft Service LLC	3	4 - Suite 5		\$1,289.93
	" " "	4	4 - Suites 6,7,8		\$625.00
	" " "	5	7		\$1,329.83
	" " "	6	9		\$258.29
	" " "	7	10		\$928.51
	" " "	8	12		\$58.95
	" " "	9	T-Hangars, Fuel Farm		\$3,930.14 *****
	" " "	10	26		\$3,590.06
4	NOAA	11	Weather Station		\$4,304.54
5	New-Jetz, LLC	12	Land (#27)		\$611.89
6	Riverside Farms LLC	13	Farm		\$2,274.78 ***
7	RJ Meier Farms LLC	14	Farm		\$2,128.15 ***
8	Teamsters Local Union #696	15,16,17	1,2,3		\$2,126.30
9	Technical Applications & Consulting	18	17		\$1,736.99
					\$26,403.32
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GRAND TOTALS					
66	TENANTS	109	FACILITIES		\$166,066.07
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*Paid Quarterly

** Paid Semi-Annually

***Paid Annually

*****Minimum Guarantee

</> Lease Expired - Negotiations Incomplete - Holdover Tenancy Payment

Metropolitan Topeka Airport Authority
 Monthly Lease Income Net Change Report
 October 2022

	OCT 2022	SEP 2022	JAN 2022	JAN 2021	JAN 2020	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
TOPEKA REGIONAL AIRPORT												
TENANTS	10	10	9	9	9	9	10	10	10	12	11	11
FACILITIES LEASED	19	20	20	20	21	21	22	22	20	22	26	27
TOPEKA REGIONAL BUSINESS CENTER												
TENANTS	47	47	48	44	48	43	44	42	39	38	39	39
FACILITIES LEASED	72	72	72	69	75	69	69	66	57	55	56	58
PHILIP BILLARD AIRPORT												
TENANTS	9	9	11	12	12	12	14	14	13	12	11	11
FACILITIES LEASED	18	18	18	17	17	17	19	19	18	21	19	18
TOTAL												
TENANTS	66	66	68	65	69	64	68	68	62	62	61	61
FACILITIES LEASED	109	110	110	106	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 166,066	\$ 165,949	\$ 175,958	\$ 167,098	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$113,043	\$121,201	\$119,965
NET CHANGE	\$ 117	\$ (10,009)	\$ 8,860	\$ (1,447)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)