

**MTAA Board Meeting 3:00 PM**

**Tuesday, November 17, 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.

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 20, 2020.
3. Public Comment.
4. Adopt Agenda.

**ACTION ITEMS:**

5. Consider Quotes Received on Snowblower Attachment for New Tractor at Billard Airport.
6. Election of Officers for December 2020 through November 2021.
7. Consider Resolution No. 20-271 for Authorization of Depository Signatures; and Resolution No. 20-272 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions.

**INFORMATION ONLY ITEMS:**

8. 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
9. Executive Session.



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

## Board of Directors

### Metropolitan Topeka Airport Authority October 20, 2020

#### **Regular Monthly Meeting - Teleconference..... 3:00 PM**

Lisa Stubbs, Board Chair, brought the teleconference meeting of the MTAA Board of Directors to order at 3:03 p.m. with a Roll Call of Board members on the call: Chairwoman Lisa Stubbs – present; Vice-Chairman Thomas Wright – present; Secretary Mike Munson – present; Jim Rinner – present. Erica Garcia was unable to participate.

Also identified on the call:

- Jay Freund of WSP USA, Inc.
- Cheryl Trobough – MTAA Administration
- Col. J.T. O'Grady – MTAA Police & Fire Department
- Maj. Greg Dunn – MTAA Police & Fire Department
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Present at the MTAA Administrative Office:

- Eric Johnson – MTAA Administration
- Danielle Sheehy – MTAA Administration
- Dan Sheehy – MTAA Administration

#### **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 September 15, 2020.**

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of September 15, 2020 and inquired if there were any additions, corrections or comments to the Minutes.

**Mr. Munson moved to approve the Minutes of the Regularly Scheduled Board Meeting of September 15, 2020. Mr. Rinner 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. Rinner made a motion to adopt the Agenda as presented. Mr. Munson seconded the motion. Motion carried.**

#### **Item 5. Consider Approval of Fire Department Turnout Gear Expenditure and Acceptance of Reimbursement Grant from Shawnee County SPARK Committee.**

Mr. Johnson reported that In September, emergency services 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.

The MTAA faces the challenge of 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 turnout gear for each firefighter. This will provide each firefighter a second set of gear which will allow them to remain in service. A quote was obtained from 1<sup>st</sup> Due Emergency Response Solutions LLC (1<sup>st</sup> Due), the vendor holding the State contract for this type of gear, for 21 complete sets of turnout gear. The quote received was \$65,502.00. A grant request has been submitted to Shawnee County SPARK committee and approved to allocate \$68,197.00 to the MTAA Fire Department. Funds in excess of the quote will be used to supplement our inventory of disposable PPE. Upon payment to 1<sup>st</sup> Due, the MTAA will be fully reimbursed for the purchase.

Mr. Johnson requested the Board authorize staff to purchase 21 sets of firefighter turnout gear from 1<sup>st</sup> Due Emergency Response Solutions LLC at a cost of \$65,502.00. Additionally, he recommended the Board authorize staff to issue the acceptance letter to officially accept the grant from Shawnee County SPARK in the amount of \$68,197.00.

**Mr. Rinner made a motion to authorize the purchase of the turnout gear from 1<sup>st</sup> Due Emergency Response Solutions LLC at the cost of Sixty-five Thousand Five Hundred Two Dollars and No Cents (\$65,502.00) and to authorize the issuance of an acceptance letter for the grant from Shawnee County SPARK in the amount of Sixty-eight Thousand One Hundred Ninety-seven Dollars and No Cents (\$68,197.00). Mr. Wright seconded the motion. Motion carried.**

#### Information Only Items:

##### **Item 6. Monthly Reports**

Mr. Johnson reported that a ZOOM meeting was held today for the Intergovernmental Cooperation Council. Andrew Howell, SNCO Election Commissioner, spoke about the upcoming election, mail-in ballots and early voting process.

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

Mr. Johnson provided the following report:

- He is registered to attend an air service conference October 25-27 with Volaire Aviation Consultants. While the timing could be better, Topeka Regional Airport doesn't want to miss an opportunity to meet with airlines.
- CARES Act – Planning is moving forward with the preliminary design. WSP provided staff with a contract to begin the planning and design process. The Independent Fee Estimate was completed and forwarded to the FAA. That's where the good news comes to a screeching halt. The FAA still has not developed the grant application process to allow the MTAA to move forward with actual design of any project on the list. Preliminary work will be continued at MTAA cost, but until the FAA is ready, any construction will be in limbo.
- FAA approved MTAA's request for 2021 AIP funding for a new ARFF truck. According to the listed index for FOE, the purchase the smallest truck designed for airports is authorized. Typically, these are found on small airports with fewer than 5 air carrier departures each day. Due to charter operations in normal years, the FAA has approved a larger 3,000-gallon crash truck. This is a 2021 AIP project expected to take delivery in 2022. Specifications are near completion for the truck and will be coordinated with the FAA prior to bidding.
- The Billard taxiway project is complete. Seed and sod have been placed and it looks good.

**6.b. Economic Development & Leasing Activity – Mr. Johnson /Mr. Sheehy**

Mr. Johnson provided the following report:

- SE Axton Street project is nearly completed. Overall, the project looks good. The contractor has a punch-list of items to address and anticipates completing the work in the next week or two. A random tractor trailer entered the street prior to opening and caused a little damage. Whoever it was did a u-turn on the new pavement and scarred it up. Unfortunately, repairing the damage would actually be worse than leaving it.
- **DELINQUENT ACCOUNTS (as of 09/30/2020)**
  - Paul Kirk dba Advance Street Rod Design – Account is delinquent for May, June, July, August and September invoices. A 10-Day Right-to-Cure was issued with payment due by 10/16/2020. An agreement was made for full monthly rent payments on the 1<sup>st</sup> & payment of \$2,000 on the 15<sup>th</sup>;
  - Tony Lynch Account is delinquent for August and September invoices;
  - Michelle & Duke Koelling (MDK) – Account is unusually delinquent for the September invoice;
  - R&R Pallet – Account delinquency is due to waiting on submittal of receipts for the dock work they did as rent abatement;
  - Rural Development Corporation – These charges all relate to Bldg. #624. A partial payment was received for the March, April, May, June and August invoices. No payments was received for the July invoice.

Mr. Sheehy provided the following report:

September Leasing Activity –

- **LEASE ACTIVITY** (CPI is 0.6%)
  - **RENEWED LEASES** – none
  - **OPTIONS EXERCISED** –
    - Advanced Coatings Inc. (#137) – 2% Increase
  - **INCREASES** –
    - One (1) lease received a 2% increase
  - **DECREASES** –
    - Baston Global LLC vacated Bldg. #657
    - Poppin' Squeeze LLC vacated Bldg. #180E
- Rental income decreased to \$162,036 per month / \$1,944,428 per year.

**6.c. Monthly Financial Reports – Ms. Trobough**

Ms. Trobough provided the following reports:

- The report for the month ending 09/30/2020 reflects revenue to be \$78,289 more than budgeted which is a net result from:
  - a. Taxes and Assessments receipts reflect to be \$74,663 under budget;
  - b. Landing Fees are \$37,484 under budget;
  - c. Fuel Flowage Fees are \$31,679 under budget;
  - d. Passenger Facility Charges are \$1,879 under budget;
  - e. Lease & Rental Fees actual income reflects to be \$177,786 more than the budgeted amount;
  - f. Reimbursements total to be \$6,282 ahead of budget;
  - g. CD Interest income is \$39,188 more than the anticipated budget;
  - h. Gain on Sale of Assets is \$4,372 ahead of budget;
  - i. Water/Sewer sales are \$20,111 less than budgeted with Water/Sewer Costs reflecting to be \$11,040 under the budgeted cost.

- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$676,256.
- Capital Improvement purchases made during the month of September are as follows:
  - α. **VEHICLES** – Purchase of the Board approved 2020 Ford F150 Crew Cab Pickup for AOA Operations (including markings & radios) at a cost of **\$38,190**. (Equipment still waiting on: light bar & siren)

**Mr. Rinner moved to accept and file the Monthly Financial Reports as presented for the month ended September 30, 2020. Mr. Munson seconded the motion. Motion carried.**

#### **Item 7. Executive Session**

Chairwoman Stubbs inquired how much time was needed for the Executive Session. Mr. Resner and Mr. Johnson requested thirty-five minutes to discuss legal matters pertaining to pending litigation. **Mr. Munson moved that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is the need to preserve attorney-client confidentiality in the discussion of legal matters on pending litigation. Mr. Munson stated that the Executive Session will be for a period not to exceed thirty-five minutes beginning at 3:30 p.m. and this meeting shall reconvene at 4:05 p.m. Mr. Rinner seconded the motion. Motion carried.**

The Regular Session teleconference call terminated at this time for the Board to call in to the Executive Session conference call initiated by Mr. Resner. All meeting participants were advised to call back in to the Regular Session conference call at 4:05 p.m.

Chairwoman Stubbs reconvened the Regular Session conference call at 4:05 p.m. and stated that Mr. Wright would not be joining the reconvened session. She further stated that there was no action to be taken as a result of the Executive Session.

Ms. Trobough requested to re-visit Agenda Item No. 5. She explained that the most up-to-date quote for the fire turnout gear to be purchased from 1<sup>st</sup> Due Emergency Response Solutions included some helmets and facemasks erroneously omitted from the first quote. The addition of these items results in a total purchase price of \$68,197.00. Chairwoman Stubbs inquired if Mr. Rinner would like to amend his motion.

**Mr. Rinner amended his motion to authorize the purchase of the turnout gear from 1<sup>st</sup> Due Emergency Response Solutions LLC at the cost of Sixty-eight Thousand One Hundred Ninety-seven Dollars and No Cents (\$68,197.00). Mr. Munson seconded the amended motion. Motion carried.**

#### **Adjournment**

Chairwoman Stubbs asked if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Rinner made the motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:10 p.m.**

These official minutes were approved by the Board of Directors on November 17, 2020.

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Michael R. Munson, Secretary

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



Subject: **Consider Quotes Received on Snowblower Attachment for New Tractor at Billard Airport. (Board Action Required)** Date: November 12, 2020

With the recent purchase of the new tractors for our maintenance department, we would like to add an additional component to the Billard Airport equipment. Staff identified and sought quotes for a snow blower attachment which will enable us to cast snow beyond the runway/taxiway edge lights as required by regulations. Our current operation requires staff to drive our Oshkosh snowblower from Topeka Regional to Billard. This particular snowblower is much larger than is necessary for the airport and can be difficult to maneuver on the narrow taxiways. Additionally, this equipment is not typically driven on public roads but it is our only option for snow removal at Billard.

Through research, staff identified that the Bush Hog is the only front-mounted snowblower unit to fit the Case IH 105A tractor. The best suited equipment for our application is an 86" unit with a 3-point-hitch mounted power pack. This allows for separate hydraulic systems for the tractor and snowblower functions.

Staff obtained quotes for an 86" Bush Hog SBLM86HD snowblower from vendors as shown below:

Vendor	Price
Bush Hog (Direct Purchase – On-line)	\$20,138.00
Rossville Truck & Tractor	\$17,850.00
KanEquip Inc.	\$13,805.00

It is my recommendation the Board authorize staff to purchase the 86" self-contained snowblower attachment from KanEquip for the quoted price of Thirteen Thousand Eight Hundred Five Dollars and No Cents (\$13,805.00). With the equipment bids coming in under budget this year, funds are available in the line item 92330.

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

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



Subject: **MTAA Board of Directors Election of Officers for December 2020 through November 2021. (Board Action Required)** Date: November 12, 2020

This is the time of year the election of officers normally takes place for the twelve (12) month period beginning December 1<sup>st</sup>. 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 2020 Chair, Lisa Stubbs, for the leadership and guidance provided to the MTAA staff throughout this very challenging and difficult year that we are all ready to be done with!

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Board of Directors to Consider Resolution No. 20-271 for Authorization of Depository Signatures; and Resolution No. 20-272 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions. (Board Action Required)**



Date: November 12, 2020

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

1. Resolution No. 20-271 for Certification of Authorization of signatures on the bank accounts at Fidelity State Bank & Trust;
2. Resolution No. 20-272 to designate signatures for the Certificates of Deposit. (MTAA currently has CD investments totaling \$2,761,069 with: Equity Bank; Fidelity State Bank & Trust; Heritage Bank; and Vision Bank)

Please note that Resolution No. 20-272 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 Ms. Stubbs' 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.



**MTAA RESOLUTION NO. 20-271**  
**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], [REDACTED], [REDACTED], [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 \_\_\_\_\_, 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)**

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IN TESTIMONY WHEREOF, I have hereunto set my hand on \_\_\_\_\_, 2020 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.

DEPOSIT PRO, Ver. 20.2.0.043 Copr. Finestra USA Corporation 1996, 2020. All Rights Reserved. KS - KS - C:\CFIVTIS\L716 TR-16020

**METROPOLITAN TOPEKA AIRPORT AUTHORITY**  
**Resolution No. 20-272**

WHEREAS, it is the desire of the Board of Directors of the Metropolitan Topeka Airport Authority to treat all Shawnee County Banks and Savings & Loan 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 17<sup>th</sup> day of November, 2020 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;  
CoreFirst Bank & Trust;  
Equity Bank;  
Fidelity State Bank and Trust Company;  
Heritage Bank;  
Kaw Valley State Bank & Trust Company;  
Silver Lake State Bank;  
Vision 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 17<sup>th</sup> day of November, 2019.

Tax Identification No. 48-0878790

Metropolitan Topeka Airport Authority

By \_\_\_\_\_  
Chair of the Board

Attest:

\_\_\_\_\_  
Secretary of the Board

# Activity Report



## Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Oct-20	Oct-19	Oct-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
Air Carrier	6	39	8	74	235	265	104	126
Air Taxi	46	33	30	320	295	373	322	390
Itinerant General	653	439	380	5,320	4,122	5,007	3,727	4,283
Itinerant Military	469	622	219	4,880	4,832	5,765	2,088	2,503
Local Civil	230	70	62	1,211	554	710	385	425
Local Military	756	410	161	6,920	5,037	6,475	1,351	1,915
GRAND TOTAL	2,160	1,613	860	18,725	15,075	18,595	7,977	9,642

PASSENGER ACTIVITY	Oct-20	Oct-19	Oct-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
<b>COMMERCIAL SERVICE</b>								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
<b>CHARTERS</b>								
Passengers Enplaned	131	713	784	2,358	3,983	4,663	2,650	3,288
Passengers Deplaned	133	474	300	2,322	3,211	3,853	2,401	3,077
Aircraft Landed	2	9	9	58	75	90	66	76
<b>MILITARY CHARTERS</b>								
Passengers Enplaned	242	49	-	519	8,539	8,539	721	721
Passengers Deplaned	-	4,372	-	83	8,364	9,242	407	407
Aircraft Landed	1	23	2	18	86	117	18	27
Combined Total Passengers Enplaned	373	762	784	2,877	12,522	13,202	3,371	4,009
Combined Total Passengers Deplaned	133	4,846	300	2,405	11,575	13,095	2,808	3,484



## Billard Airport

TOP FAA TOWER OPERATIONS	Oct-20	Oct-19	Oct-18	2020	2019		2018	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
Air Carrier	0	4	4	0	18	19	6	6
Air Taxi	65	129	122	651	936	1,163	1,529	1,704
Itinerant General	1,300	909	1,092	9,655	9,704	11,637	8,480	10,258
Itinerant Military	38	90	92	383	648	733	936	1,129
Local Civil	782	488	580	5,572	5,106	5,992	5,032	6,104
Local Military	10	0	0	154	22	22	54	56
GRAND TOTAL	2,195	1,620	1,890	16,415	16,434	19,566	16,037	19,257



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

DELINQUENT ACCOUNTS AS OF OCTOBER 31, 2020											
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 G L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD	RENT/FC	\$12,469.88	\$2,457.70	\$2,451.20	\$2,414.97	\$2,423.62	\$2,722.39	X	X	X	
FAA SUITE #2	RENT	\$862.27	\$862.27	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
HEARTLAND TREE SERVICE	RENT/FC	\$304.50	\$304.50	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
T & J AUTO	RENT/FC	\$3,874.65	\$1,737.26	\$1,735.42	\$401.97	\$0.00	\$0.00	X	X		
MARK A. LEWIS	RENT/FC	\$670.00	\$660.24	\$9.76	\$0.00	\$0.00	\$0.00	X	X		
R&R PALLET OF GARDEN CITY	RENT/FC	\$60,161.77	\$22,920.75	\$22,126.57	\$15,114.45	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT	RENT/FC	\$21,921.72	\$323.97	\$319.18	\$426.39	\$5,404.66	\$15,447.52		X		X
SUBTOTAL		\$100,264.79	\$29,266.69	\$26,642.13	\$18,357.78	\$7,828.28	\$18,169.91				
- 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 -											
DELTA AIR LINES	LANDING FEES	\$388.85	\$388.85	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
ELITE AIRWAYS	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	\$0.00	\$0.00	\$632.00	\$0.00	X	X		
SUBTOTAL		\$10,149.75	\$388.85	\$0.00	\$0.00	\$632.00	\$9,128.90				
PHILIP BILLARD:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
MARK A. LEWIS - BLDG 248	WATER/FC	\$108.76	\$107.18	\$1.58	\$0.00	\$0.00	\$0.00	X	X		
MARK A. LEWIS - BLDG 629	WATER/FC	\$108.76	\$107.18	\$1.58	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$217.52	\$214.36	\$3.16	\$0.00	\$0.00	\$0.00				
GRAND TOTALS		\$110,632.06	\$29,869.90	\$26,645.29	\$18,357.78	\$8,460.28	\$27,298.81				

**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 2020

July 2020 CPI is 1.0%

ANNUAL RENT

TENANT	ADDRESS (FACILITY #)	FROM	TO
<b>NEW:</b>			
Home Depot USA, Inc.	Parking Lot S	\$0.00	\$10,800.00
<b>RENEWALS DUE:</b>			
Billard Airport Restaurant (2% Inc)	3600 NE Sardou Ave. #4	\$12,464.36	\$12,713.65
Freeman Holdings, LLC (2% Inc)	6832 SE Ross St. (#609)	\$28,251.68	\$28,816.80
<b>OPTIONS:</b>			
NONE		\$0.00	\$0.00
<b>INCREASES:</b>			
Freeman Holdings, LLC (CPI Inc)	7000 SE Forbes Ave. (#600)	\$19,249.35	\$19,441.84
LMC, Inc. (CPI Inc)	206 SE Airport West Dr. (#820)	\$13,662.62	\$13,799.25
Shawnee County Sheriff's Office (CPI Inc)	Firing Range	\$6,108.00	\$6,169.08
<b>DECREASES:</b>			
Rural Development Corporation	Parking Lot #19 & Parking Lot #20	\$16,349.75	\$0.00
<b>MISCELLANEOUS:</b>			
NONE		\$0.00	\$0.00

**\*\*MONTHLY INCOME CHANGES\*\***

New Annl. Rate	\$91,740.62
Old Annl. Rate	\$96,085.76
Annual Diff.	-\$4,345.14
/12	-\$362.10
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	-\$362.10

Metropolitan Topeka Airport Authority  
Monthly Gross Rental Income Report  
October 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	\$1,620.15
	" "	5	601	\$4,074.46
	" "	6	178	\$60.67
	" "	7	609	\$2,401.40
	" "	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)	\$514.09 ****
9	Topeka Police Dept.	20	669 (Firing Range)	\$101.36 ***
				\$27,909.04



	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	Home Depot USA, Inc.	25	Parking Lot S	\$1,800.00
18	Houser Enterprises, Inc	26	167	\$6,150.00
19	JSLewis, Inc.	27	415	\$368.49
20	KADA Enterprises LLC	28	260E Parking Lot	\$300.00
21	Kansas Sand & Concrete, Inc	29	Axton St - Lot A	\$1,170.21
22	Kirk, Paul L.	30	140	\$1,733.33
23	Klaton Real Estate, LLC	31	Land & Bldg. Lease (#622)	\$1,490.70
24	Koelling, Michelle & Duke d/b/a MDK	32	801	\$1,191.28
25	LMC, Inc.	33	321	\$367.55
	" " "	34	Land Lease (#383)	\$226.06
	" " "	35	820	\$1,149.94
	" " "	36	Land Lease ( #621)	\$253.51
26	Lewis, Mark A. d/b/a M. Lewis Properties	37	248	\$198.13
	" " "	38	629	\$452.21
27	Lynch, Tony C. d/b/a T&J Repair	39	114	\$1,574.37
28	MAXIMUS, Inc.	40	Parking Lot #6	\$718.94
29	McPherson Contractors Inc.	41	452	\$1,104.10
30	Mr. O Auto Sales, LLC	42	183	\$323.45
31	Murray, Christopher d/b/a Mid-America Painting	43,44	123/129	\$533.21
32	NFI Interactive Logistics LLC	45	University & Bleckley Lot	\$366.04
33	Phoenix Recovery of Kansas LLC	46	225	\$1,263.87
34	ProMetal Fabrication, LLS	47	379	\$969.00
35	R & R Pallet of Garden City, Inc	48	170 A	\$6,307.86
	R & R Pallet of Garden City, Inc	49,50,51	170 B/C & Axton Lot B	\$10,960.81
	R & R Pallet of Garden City, Inc.	52	Engle Lot	\$761.42
	R & R Pallet of Garden City, Inc.	53	170-D	\$3,869.62
36	Rippe Enterprises	54	Lot A 61st Street	\$555.27
37	Rural Development Corp.	55	281	\$1,778.89
	" " "	56,57	638/818	\$1,855.21
	Rural Development Corp. 1	58	Lot J	\$155.52
	" " "	59	Lot K	\$892.95
38	SEKESC - Greenbush	60	605	\$10,730.03
39	Sports Car Club of America	61	300	\$6,976.58
40	Sunflower Auto Auction, LLC	62	131	\$3,412.24
41	Topeka Construction, LLC	63,64	Land & Bldg. Lease ( #449 & #450)	\$1,061.46
	" " "	65	Land & Bldg. Lease (#448)	\$332.04
42	T.R. Management Inc.	66	154	\$1,004.79
	" " "	67	344	\$2,366.19
43	UAR Direct, LLC	68	197	\$917.08
44	Vaerus Aviation, Inc.	69	151	\$1,309.44
				\$110,738.74

TENANT			FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$102.50
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,059.47
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
				\$23,925.79

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**GRAND TOTALS**

65	TENANTS	106	FACILITIES	\$162,573.57
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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  
October 2020

	Oct 2020	SEP 2020	AUG 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	44	46	48	43	44	42	39	38	39	39
FACILITIES LEASED	69	70	72	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	65	67	69	64	68	68	62	62	61	61
FACILITIES LEASED	106	107	109	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 162,574	\$ 162,936	\$ 164,846	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$ 113,043	\$ 121,201	\$ 119,965
NET CHANGE	\$ (362)	\$ (1,911)	\$ (3,698)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)