

**Budget Workshop 2:30 PM**  
**MTAA Board Meeting 3:00 PM**

**Tuesday, July 20, 2021**  
**MTAA Administrative Office – Board Room**  
**6510 SE Forbes Ave., Building #620**

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

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of June 15, 2021 and Special Teleconference Meeting of June 25, 2021.
3. Public Comment.
4. Adopt Agenda.

**ACTION ITEMS:**

5. Final Review of 2022 Budget and Authorization to Publish the Notice of Public Hearing.
6. Consider Berberich Trahan & Company P.A. Engagement Letter for 2021, 2022 and 2023 Audits.
7. Consider Approval of MTAA Resolution No. 21-277 Authorizing the Acceptance of an AIP Grant Offer Through Federal Aviation Administration.
8. Consider Purchase of AFFF Concentrate to Replenish Depleted Stock for Emergency Fire Response.

**INFORMATION ONLY ITEMS:**

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



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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
 June 15, 2021**

**Regular Monthly Meeting ..... 3:00 PM**

Chairman, Thomas Wright, brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following Board members present: Mike Munson, Lisa Stubbs and Brian Armstrong, with Erica Garcia-Babb via telephone conference. Also in attendance were:

Jennifer Kuchinski of WSP USA, Inc.	Bill Cochran of City of Topeka
Jay Freund of WSP USA, Inc.	Jason Klenklen of Kaw Valley Aviation
Sam Stallbaumer of WSP USA, Inc.	Jerard Haas of Hetrick Aviation, Inc.
Brooks Pettit of Thunder Over the Heartland	Tracy Blocker of Technical Appl & Consulting
Patrick Traul of Thunder Over the Heartland	Walt Frederick of Million Air-Topeka
John Lueger of Heinen Brothers	Isaac French of WIBW-TV13
Clark Coco of Heinen Brothers	Terry Poley, MTAA Maintenance Dept.

Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board; and MTAA Administrative Office staff members Eric Johnson, Cheryl Trobough and Danielle Sheehy.

**Item 1. Notice.**

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

**Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meetings of May 18, 2021.**

Chairman Wright asked the Board to review the Minutes of the Regularly Scheduled Board Meeting held on May 18, 2021 and inquired if there were any additions, corrections or comments to the Minutes.

**Mr. Munson moved to approve the Minutes of the Regularly Scheduled Board Meeting of May 18, 2021 as amended. Ms. Stubbs seconded the motion. Motion carried.**

**Item 3. Public Comment**

Chairman Wright inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that Brooks Pettit was in attendance to update the Board on the *Thunder Over the Heartland Airshow 2021* and Clark Coco and John Lueger, representatives of Heinen Brothers (H&H Aircraft Services) requested an opportunity to address the Board.

1. Mr. Pettit spoke briefly about finalizing all of the plans for the airshow and publicly thanked the MTAA Police & Fire Chief Dunn and Asst. Chief Wempe for their coordination with the outside agencies to ensure the air show operation to be as safe as possible.

Chairman Wright suggested an extension of time to allow H&H Aircraft Services fifteen (15) minutes for their presentation. Extension approved by consensus of the Board.

2. Mr. Coco outlined the Heinen Brothers business plans and introduced Mr. Lueger who presented a slide-show on the Heinen Brothers history, vision and future plans at Philip Billard Airport.

**Item 4. Adopt the Agenda.**

Chairman Wright welcomed Brian Armstrong to the Board. Mr. Armstrong was appointed by Shawnee County as the replacement to fill the vacant position created by Jim Rinner's resignation. He further explained that with Mr. Rinner's resignation from the Board, it is necessary for the Board to elect a replacement Secretary which will be added to the Agenda as Item 4.a. Mr. Johnson requested the addition of information received on the FOE Terminal Sterile Area Renovation also be added. Chairman Wright suggested the item be added as 6.a. **Ms. Stubbs made a motion to adopt the Agenda as amended. Mr. Armstrong seconded the motion. Motion carried.**

**Item 4.a. Election of Board Secretary.**

After a brief discussion, **Mr. Munson made a motion to elect Erica Garcia-Babb as Secretary of the Board to replace Mr. Rinner. Ms. Stubbs seconded the motion. Motion carried.**

**Item 5. Consider Proposal from Volaire Aviation Consulting for Air Service Development.**

Mr. Johnson reported that In May 2018, the MTAA Board of Directors authorized staff to enter into a contract with Volaire Aviation Consulting (VAC) for air service development with the intention to continue conversations with several airlines. The 2018 agreement was a two-year contract with a one-year extension which has now expired. The renewal agreement presented for consideration is for a period of one year with a one-year option.

Intensions are to market Topeka aggressively in the coming years as the airline industry is recovering and Mr. Johnson believes this agreement, along with the leakage and point of origin studies completed under the previous agreement, will better enable VAC and the MTAA to do so.

Mr. Johnson requested the Board to authorize staff to continue the agreement with Volaire Aviation Consulting at a monthly cost of \$2,500.00.

**Mr. Munson made a motion to approve the agreement with Volaire Aviation Consulting as presented. Mr. Armstrong seconded the motion. Motion carried.**

**Item 6. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 2 CARES Act Funding Program – TOP Terminal Building Design Services.**

Mr. Johnson reported that the MTAA received a CARES Act grant of nearly \$17 Million dollars for projects identified in the On-Call agreement with WSP USA, Inc. The CARES Act grant funds 100% of the cost with 0% local participation. The Terminal building at Philip Billard Municipal Airport is one of several projects specifically included in the agreement because of this grant.

Task Order No. 2 will encompass architecture and engineering for the design of the Terminal building. The new facility will provide for Fixed Base Operations, Restaurant, and meeting/conference areas. WSP USA, Inc. will provide design architecture and engineering design services for this project. 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 approve WSP USA, Inc., Task Order No. 2 – TOP Terminal Building Design Services, in the total amount of \$385,296.00, subject to the completion of the Independent Fee Estimate (IFE) and FAA approval.

Mr. Armstrong stated that he works for Bartlett & West and they are a sub-contractor on the WSP USA, Inc. contract. He inquired if he needed to leave the room during the discussion, to which Mr. Resner responded that was not required. Mr. Armstrong recused himself from the discussion and the vote due to the conflict of interest.

**Ms. Stubbs made a motion to approve Task Order No. 2 – TOP Terminal Building Design Services as submitted by WSP USA, Inc. in the total amount of Three Hundred Eighty-Five Thousand Two Hundred Ninety-Six Dollars (\$385,296.00) subject to staff's completion of the Independent Fee Estimate and FAA approval. Mr. Munson seconded the motion. Motion carried with Mr. Armstrong recused from the vote.**

**Item 6.a. Consider Proposal from HTK Architects for Architectural and Engineering Services for FOE Terminal Sterile Area Renovations.**

Mr. Johnson reported that the MTAA Board of Directors accepted the Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, for Topeka Regional Airport at the May Board meeting. This grant is provided to airports to combat the spread of the pathogens including costs related to operations, personnel, cleaning, sanitization, and janitorial services, as approved by the FAA.

Discussions with the FAA have determined that the expansion of the terminal building sterile area would possibly be eligible costs under this grant. As is, the sterile area is about 1,600 square feet with seating for 80 passengers. A typical charter operation seats 150 passengers or more. HTK Architects has provided an estimate to enclose the Wi-Fi lounge and open the space to the sterile area. Adding more than 1,300 square feet to this area would aid in social distancing during the boarding process.

Mr. Johnson requested the Board of Directors authorize staff to submit this project to the FAA for approval. Once approved, HTK will design, bid and oversee the construction project for a fee of \$15,000. The project is 100% funded by the FAA with no matching obligation of MTAA funds.

**Mr. Munson made a motion to authorize staff to submit the project for the expansion of the FOE Terminal Sterile area to the FAA and, if approved by FAA, staff is authorized to accept the HTK Architects proposal for Architectural and Engineering Services at a total fee of Fifteen Thousand Dollars (\$15,000.00). Mr. Armstrong seconded the motion. Motion carried.**

**Information Only Items:**

**Item 7. Monthly Reports**

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

Mr. Johnson provided the following report:

- The annual Kansas Association of Airports conference was held June 7-9. It was interesting to learn that additional projects will be considered for the CRSSAA funds received. Initially these funds were limited to addressing Pandemic concerns. According to the new information, a portion of the funds should also be available for use for pavement maintenance. These funds should cover the cost of crack sealing and slurry sealing a large portion of the apron at FOE along with some necessary pavement patching at both FOE and TOP. While matching funds are not required, the 2021 Budgets has funds allocated should the project exceed the grant amount.
- Volaire is schedule to hold an air service conference in early August. By attending, there will be an opportunity to meet with several airline representatives with the hopes of resuming conversations that faded during the pandemic.
- The 190<sup>th</sup> is de-funding the USDA Wildlife control contract for the remainder of Federal FY2021. Unfortunately, his last day is Friday, June 18, right before the airshow. The 190<sup>th</sup> anticipates the contract will resume in October when their new fiscal year begins. In the meantime, staff is looking at some other options to control wildlife on airport property. One option would be to assume the balance of the USDA agreement for the 3-month period with a cost of approximately \$30,000. Staff does not consider this a good option.
- The recent bid accepted for the equipment for the new ARFF truck has hit a snag. While the truck is not a problem, the equipment vendors are refusing to complete and submit the Buy American forms which are required by the FAA. As it stands right now, the purchase this equipment using FAA AIP grant funds has not been authorized. Staff is waiting to hear from the FAA Headquarters to see if they will make an exception. It seems there are limited options, either pay for the equipment using MTAA funds or forgo the equipment purchase.

### 7.b. Economic Development & Leasing Activity – Mr. Johnson

Mr. Johnson provided the following report:

- Neither Aviation or Economic Development related, information was provided to the Board on mechanical problems currently being experienced with the Maintenance Department tractors, both new and old. There are a total of 4 tractors down for maintenance. The unfortunate part is 2 of those are the new tractors. The manufacturer is claiming that MTAA fuel is the issue. The issue they believe to be the problem has been addressed with the fuel vendor by having them reclaim the 50/50 blend of No. 1 and No. 2 diesel fuel in the tank and replace it with straight No. 2 diesel. Time will tell if this resolves the problem.
- **DELINQUENT ACCOUNTS (as of 5/31/2021)**
  - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for October invoice and finance charges;
  - Brackett, Inc. – Delinquent for May invoice and finance charges;
  - FAA - Delinquent for May invoice;
  - Mark Lewis – Delinquent for May invoice and finance charges on rent account and utility accounts;
  - R&R Pallet – Delinquent for February through May finance charges;
  - Rural Development Corporation – Partial payments were received for the March, April, May & June, July and August 2020 invoices. Finance charges on unpaid balances each month. All unpaid charges relate to Bldg. #624;
  - Vaerus Aviation Inc. - Delinquent for May invoice and finance charges.

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

- **LEASE ACTIVITY (CPI is 1.7%)**
  - **NEW LEASES/RENEWALS**
    - Three (3) leases were renewed – each with a 2% increase.
  - **OPTIONS EXERCISED**
    - One (1) tenant exercised options with CPI increase.
  - **INCREASES**
    - Two (2) leases received a 2% Increase and two (2) increases were at CPI.
  - **DECREASES** – None
- The current monthly rental income is \$169,269 which is approximately \$2,031,233 per year.

### 7.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following report:

- The report for the month ending 05/31/2021 reflects revenue to be \$164,642 ahead of the budget which is a net result from:
  - a. Taxes and Assessments receipts remain at \$79,053 more than the anticipated budgeted;
  - b. Landing Fees income shows to be \$12,947 less than budgeted;
  - c. Fuel Flowage Fees are \$1,372 less than budgeted;
  - d. Passenger Facility Charges are under budget by \$3,327;
  - e. Lease & Rental Fees actual income is \$103,663 more than budgeted;
  - f. Reimbursements total to be \$4,242 more than budgeted;
  - g. CD Interest income is \$1,429 under budget;
  - h. Water/Sewer Sales are \$98 less than budgeted with Water/Sewer Costs reflecting to be \$10,697 more than the budgeted costs.

- Overall, the operating expenses ended the year with a favorable budget variance of \$266,105.
- Capital Improvement purchases made during the month of May are as follows:
  - a. **VEHICLES** – Payment for markings of the 2011 Fire Services Expedition for P&F at a cost of **\$995.00** and purchase of the 2020 RAM 1500 SSV Crew-cab 4X4 for P&F patrol in the amount of **\$29,428.32** (markings & lights remain to be added) for a total CIP Expense for the month of **\$30,423.32**;
  - b. **EQUIPMENT** – Purchase of one of the Board-approved Glock 17 handguns at a cost of **\$428.50**. This purchase was expedited and made separately from the entire order to have for a new officer's use at KLETC;
  - c. **OFFICE EQUIPMENT** – Purchase of three (3) A/V Display televisions at the cost of **\$2,293.97**.

**Ms. Stubbs moved to accept and file the Monthly Financial Reports as presented for the month ended May 31, 2021. Mr. Munson seconded the motion. Motion carried.**

#### **Item 11. Executive Session**

Chairman Wright inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson requested forty-five (45) 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 forty-five (45) minutes beginning at 4:27 p.m. and this meeting shall reconvene at 5:12 p.m. Ms. Stubbs seconded the motion. Motion carried.** Ms. Garcia-Babb informed the Board that she would need to be excused from the meeting † this point.

Chairman Wright reconvened the Regular Session at 5:12 p.m. and stated that there was no action to be taken as a result of the Executive Session.

#### **Adjournment**

Chairman Wright asked 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. Armstrong seconded the motion and the meeting was adjourned at 5:14 p.m.**

These official minutes were approved by the Board of Directors on July 20, 2021.

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Erica Garcia-Babb, Secretary



**Metropolitan Topeka Airport Authority  
June 25, 2021  
Special Teleconference Meeting.....1:00 PM**

Chairman Thomas Wright brought the teleconference meeting of the MTAA Board of Directors to order at 1:05 p.m. with a Roll Call of Board members on the call: Chairman Thomas Wright – present; Vice-Chairman Mike Munson – present; Lisa Stubbs – present; and Brian Armstrong – present. Erica Garcia-Babb was unavailable. Also on the call: Tim Resner of Frieden & Forbes, LP – Legal Counsel to the Board and Jay Freund of WSP USA, Inc. In attendance at the MTAA Administrative Office were Eric Johnson and Cheryl Trobough.

**Item 1. Notice.**

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

**Item 2. Adopt the Agenda**

Chairman Wright asked for a motion to adopt the Agenda. **Ms. Stubbs made a motion to adopt the Agenda as presented. Mr. Armstrong seconded the motion. Motion carried.**

**Item 3. Motion to waive one-day notice of special meeting pursuant to Section 3 of the MTAA Bylaws.**

**Ms. Stubbs made a motion to waive the one-day notice of special meetings pursuant to Section 3 of the MTAA Bylaws. Mr. Munson seconded the motion. Motion carried.**

**Item 4. Consider Approval of MTAA Resolution No. 21-276 Authorizing the Acceptance of the AIP Grant Offer #3-20-0113-039-2021 Through Federal Aviation Administration.**

Mr. Johnson reported the Board awarded the bids received on April 30, 2021 for the ARFF Vehicle to Rosenbauer Minnesota, L.L.C. and the loose equipment to Danko Emergency Equipment, Inc., at the May Board meeting, pending FAA approval.

The winning bids were submitted to FAA along with the grant application materials. The Grant Offer from the Federal Aviation Administration (FAA) was received Thursday, June 24, 2021. For fiscal year 2021, the Federal government has declared all AIP projects are 100% funded by the FAA with no matching obligation of local airport sponsor funds.

Mr. Johnson requested the Board of Directors to consider adoption of MTAA Resolution No. 21-276, which authorizes the MTAA President to sign in acceptance of the FAA's grant offer in the amount of \$870,247 for AIP Project #3-20-0113-039-2021.

**Ms. Stubbs made a motion to adopt MTAA Resolution No. 21-276 authorizing Eric Johnson to sign the AIP grant offer from the FAA in the amount of Eight Hundred Seventy Thousand Two Hundred Forty-seven Dollars (\$870,247) for AIP Project 3-20-0113-039-2021. Mr. Munson seconded the motion. Motion carried.**

**Adjournment**


**Mr. Munson made a motion to adjourn. Ms. Stubbs seconded the motion and the meeting was adjourned at 1:13 p.m.**

These official minutes were approved by the Board of Directors on July 20, 2021.

Erica Garcia-Babb, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Final Review of 2022 Budget and  
Authorization to Publish the Notice  
of Public Hearing. (Board Action Required)**



Date: July 14, 2021

Enclosed for the Board's review are Draft #3 of the 2022 Budget and the Notice of Budget Hearing provided by the State of Kansas for the completion and submission of the 2022 Budget.

The 2022 mill levy limit is determined by calculations performed by the County Clerk's office. The MTAA has been informed that 1.964 has been determined to be our "Revenue Neutral Rate" (RNR) as set forth in the legislation of Senate Bill 13.

Based upon the budget as presented, the mill levy for the 2022 budget is 1.934 and the MTAA's Ad Valorem tax levy will be \$3,551,792. It has been confirmed with the County Clerk's office that the November 1 Final Assessed Valuation would have to **decrease** \$28.3 million of the \$66.3 million that was increased in the July 1 Estimated Assessed Valuation before the MTAA would exceed the RNR.

After the Budget Work Session, any changes to the itemized budget form made during the meeting will be reflected on the State's form and provided to the Board for their review and approval for publication.

Plans are to publish the notice immediately on the MTAA website and in the Topeka Metro News on July 26 to satisfy the requirement of publication ten (10) days prior to the Public Hearing on August 10, 2021.

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



**NOTICE OF BUDGET HEARING**

State of Kansas  
Special District

The governing body of  
**Metropolitan Topeka Airport Authority**  
Shawnee County

will meet on August 10, 2021 at 2:30 PM at MTAA Administrative Office, 6510 SE Forbes Ave., Topeka, KS 66619  
for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied.  
Detailed budget information is available at Office of the MTAA President and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits  
of the 2022 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Estimate Tax Rate*
General	6,221,573	2.037	6,350,535	2.032	9,342,687	3,551,792	1.934
Debt Service							
Non-Budgeted Funds	2,961,198						
Totals	9,182,771	2.037	6,350,535	2.032	9,342,687	3,551,792	1.934
Revenue Neutral Rate**							1.964
Less: Transfers	0		0		0		
Net Expenditures	9,182,771		6,350,535		9,342,687		
Total Tax Levied	3,518,827		3,595,278		XXXXXXXXXXXXXXXXXX		
Assessed Valuation	1,730,405,521		1,774,609,860		1,836,337,055		

Outstanding Indebtedness,

	2019	2020	2021
Jan 1,			
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	525,078	380,797	231,994
Lease Pur. Princ.	0	0	0
Total	525,078	380,797	231,994

\*Tax rates are expressed in mills.

\*\*Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13.

//Thomas E. Wright//  
Chair of the Board

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Berberich Trahan & Company P.A.  
Engagement Letter for 2021, 2022 and 2023 Audits.  
(Board Action Required)**



Date: July 7, 2021

The Audit Report for 2020 presented in May was the third year of the three-year contract.

Included in your board book is the engagement letter provided by BT&Co. for auditing services for the fiscal years of 2021, 2022 and 2022.

The proposed contract costs are shown on Page 6 and are included below, along with the historical costs associated with the audits performed by BT&Co.:

<u>Audit Year</u>	<u>Cost</u>
2023	\$21,850 (Proposed)
2022	\$21,300 (Proposed)
2021	\$20,800 (Proposed)
2020	\$20,800 (BT&Co.)
2019	\$20,200 (MHM/BT&Co. merger)
2018	\$19,600 (Mayer Hoffman McCann)

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



Certified Public Accountants

July 14, 2021

Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
6510 SE Forbes Avenue, Suite 1  
Topeka, Kansas 66619-1446

Attention: Mr. Johnson

**The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the Metropolitan Topeka Airport Authority’s (the Authority) business-type activities as of and for the years ended December 31, 2021, 2022 and 2023 which collectively comprise the basic financial statements. We will also apply certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America and will report on whether supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audits of the Authority as of December 31, 2021, 2022 and 2023, so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**The Responsibilities of the Auditor**

We will conduct our audits in accordance with auditing standards generally accepted in the United States of America (GAAS); the “Kansas Municipal Audit and Accounting Guide”; “Government Auditing Standards” (GAS) issued by the Comptroller General of the United States; and the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Guidance, and U.S. Office of Management and Budget’s (OMB) Compliance Supplement. Those standards, regulations, supplements, or guides require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The

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4301 SW Huntoon Street, Topeka, KS 66604 | t: 785.234.3427 | toll-free: 800.530.5526 | f: 785.233.1768 | w: btandcoopa.com



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
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procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that is immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audits of the financial statements that we have identified during the audits.

We will also communicate to the Board of Directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audits, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audits (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our report on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audits will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
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- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
- c. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- d. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- e. For report distribution; and
- f. To provide us with:
  - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
  - (2) Additional information that we may request from management for the purpose of the audits;
  - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
  - (4) When applicable, a summary schedule of prior audit findings; and
  - (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audits, including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Authority complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.

Management is responsible for the preparation of the required supplementary information and supplementary information presented in relation to the financial statements as a whole in accordance with



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
Page 4

accounting principles generally accepted in the United States of America. Management agrees to include the auditors' report on the RSI or supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditors' report thereon.

Because the audits will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Board of Directors is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Because BT&Co., P.A. will rely on the Authority and its management and board of directors to discharge the foregoing responsibilities, the Authority holds harmless and releases BT&Co., P.A., its directors, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Authority's management which has caused, in any respect, BT&Co., P.A.'s breach of contract or negligence. These provisions shall survive the termination of this arrangement for services.

### **Records and Assistance**

If circumstances arise relating to the condition of the Authority's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets which, in our professional judgment, prevent us from completing the audits or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Authority's books and records. The Authority will determine that all such data, if necessary, will be so reflected. Accordingly, the Authority will not expect us to maintain copies of such records in our possession.



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
Page 5

The assistance to be supplied by Authority personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Cheryl Trobough, Director of Administration & Finance. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit reports.

In connection with our audits, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including preparing the financial statements and note disclosures, assistance with the Federal Audit Clearinghouse submission and preparing journal entries. The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Authority, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. The Authority has agreed that Cheryl Trobough, Director of Administration & Finance possesses suitable skill, knowledge, or experience and that the individual understands the non-audit services to be performed sufficiently to oversee them. Accordingly, the management of the Authority agrees to the following:

1. The Authority has designated Cheryl Trobough, Director of Administration & Finance, as a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services.
2. Cheryl Trobough, Director of Administration & Finance, will assume all management responsibilities for subject matter and scope of the non-audit services listed above.
3. The Authority will evaluate the adequacy and results of the services performed.
4. The Authority accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management and those charged with governance of the objectives of the non-audit service, the services to be performed, the entity's acceptance of its responsibilities, the auditors' responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.

### **Other Relevant Information**

BT&Co., P.A. (the Firm) may mention the Authority's name and provide a general description of the engagement in the Firm's client lists and marketing materials.

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
Page 6

RSM US LLP will be available to support BT&Co., P.A. by rendering services related to the performance of the engagement. If a situation occurs in connection with the proposed engagement for which we would request the services of RSM US LLP, we will notify you and obtain permission from you before giving access to your records. We will maintain supervision, control and ultimate responsibility for the performance of this engagement.

BT&Co., P.A. is independently owned and operated and assumes full responsibility for the quality of service delivered to our clients. We are responsible for our own client fee arrangements and maintenance of our client relationships.

RSM US Alliance provides its members with access to resources of RSM US LLP. RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM US LLP and RSM International. RSM, the RSM logo and RSM US ALLIANCE are trademarks of RSM International Association or RSM US. The services and products provided by RSM US Alliance are proprietary to RSM US LLP.

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

### **Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from Authority personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. We propose that our fees for these audit engagements, which include out-of-pocket expenses, will be \$ 20,800, \$ 21,300 and \$ 21,850. The quoted fees for the years ended December 31, 2021, 2022 and 2023, respectively, will be the maximum for the work described in this letter unless the scope of the engagement is changed, the assistance which Authority has agreed to furnish is not provided, or unexpected conditions are encountered. No changes will be made in the maximum agreed to amount without discussion with you regarding the proposed change. All other provisions of this letter will survive any fee adjustment. No changes will be made to the fee without discussion with you regarding the proposed change. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.





Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
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In accordance with our policy, a finance charge of 1% per month will be applied to balances that are over 60 days old. Payments will be applied first to the accrued finance charges and then to outstanding invoices.

In the event you terminate this engagement, you will pay the Firm for all services rendered (including deliverables and products delivered), expenses incurred and commitments made by the Firm through the effective date of termination.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, the Firm may, at its sole discretion, terminate this arrangement letter without further obligation to the Authority. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for the Firm to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by the Authority or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Authority, the Authority will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of BT&Co., P.A.. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of BT&Co., P.A. audit personnel and at a location designated by our Firm.

### **Indemnification and Claim Resolution**

The Authority and the Firm agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by the Firm or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. The Firm's liability for all claims, damages and costs of the Authority arising from this engagement is limited to the amount of fees paid by the Authority to the Firm for the services rendered under this arrangement letter.



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
Page 8

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

The Authority and BT&Co., P.A. both agree that any dispute over fees charged by BT&Co., P.A. to the Authority will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by BT&Co., P.A., each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

#### **Information Security – Miscellaneous Terms**

BT&Co., P.A. is committed to the safe and confidential treatment of the Authority's proprietary information. BT&Co., P.A. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Authority agrees that it will not provide BT&Co., P.A. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the Authority's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

BT&Co., P.A. may terminate this relationship immediately in its sole discretion if BT&Co., P.A. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or BT&Co., P.A.'s client acceptance or retention standards, or if the Authority is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the Authority or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

#### **Reporting**

We will issue written reports upon completion of our audits of the Authority's financial statements. Our reports will be addressed to the board of directors of the Authority. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
Page 9

In addition to our report on the Authority's financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of the Authority 's schedule of expenditures of federal awards for the years ending December 31, 2021, 2022 and 2023.
- Reports on internal control related to the financial statements, and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), on each major program.
- An accompanying schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between BT&Co., P.A. and the Authority, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

### **Electronic Signatures and Counterparts**

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.



Mr. Eric Johnson  
Metropolitan Topeka Airport Authority  
Page 10

Please sign and return the enclosed copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Very truly yours,

BT&CO., P.A.

Stacey A. Hammond  
Director

SAH:tls  
Enclosures

Confirmed on behalf of the Authority:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



THE FIRM FOR GROWTH.

### Report on the Firm's System of Quality Control

November 17, 2020

To the Directors of  
BT&Co., P.A.  
and the Peer Review Committee of the Kansas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of BT&Co., P.A. (the firm) in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BT&Co., P.A. in effect for the year ended June 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BT&Co., P.A. has received a peer review rating of *pass*.

*Brown Smith Wallace, LLP*

Brown Smith Wallace, LLP

AN INDEPENDENT FIRM ASSOCIATED WITH MOORE GLOBAL NETWORK LIMITED  
MEMBER AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
BROWN SMITH WALLACE IS A MISSOURI LIMITED LIABILITY PARTNERSHIP

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Board to Consider Approval of MTAA Resolution No. 21-277 Authorizing the Acceptance of an AIP Grant Offer Through Federal Aviation Administration. (Board Action Required)**



Date: July 16, 2021

The Federal Aviation Administration (FAA) recently asked if we would be able to process an expedited (100%) grant based on equipment price estimate vs. bid. This grant would be used to purchase foam testing equipment and cover the cost of retrofitting three (3) ARFF vehicles. The purpose of the testing equipment is to test foam mixtures on our trucks prior to discharging the systems (Input-based testing). The current method is to test foam that has been discharged on the ground (output-based testing).

Staff obtain an estimate from NoFoam Systems for the Series 500 portable system, tank, hoses, hydrant meter and retrofit kits for three ARFF trucks. The anticipated cost, including shipping, is \$38,685.29.

In the event this grant offer is made, we will need to turn it around without delay. I am requesting the Board of Directors to consider adoption of MTAA Resolution No. 21-277, which authorizes the MTAA President to sign in acceptance of a grant offer from the FAA in an amount not to exceed Thirty-Eight Thousand Six Hundred Eighty-Five Dollars and Twenty-Nine Cents (\$38,685.29).

The project will be 100% funded by the FAA with no matching obligation of MTAA funds.

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

# MTAA RESOLUTION NO. 21-277

## RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT OFFER FROM THE UNITED STATES RELATING TO THE DEVELOPMENT OF TOPEKA REGIONAL AIRPORT, TOPEKA, KANSAS.

BE IT RESOLVED by the governing body of the Metropolitan Topeka Airport Authority, Topeka, Kansas:

SECTION 1. That the Metropolitan Topeka Airport Authority, Topeka, Kansas, hereby accepts the Grant Offer, in the amount of Thirty-Eight Thousand Six Hundred Eighty-Five Dollars and Twenty-Nine Cents (\$38,685.29) for AIP Project #3-20-0113-TBD-2021 from the Administrator of the Federal Aviation Administration, for the purpose of obtaining federal aid to be used for Acquisition of foam testing equipment at Topeka Regional Airport, Topeka, Kansas.

SECTION 2. That Eric M. Johnson, President and Director of Airports of the Metropolitan Topeka Airport Authority is authorized to execute said Grant Offer on behalf of the Metropolitan Topeka Airport Authority, Topeka, Kansas, and the Authority Clerk is authorized to impress thereon the official seal of the Metropolitan Topeka Airport Authority, Topeka, Kansas, and to attest said execution;

SECTION 3. That the Grant Offer referred to hereinabove will be attached hereto.

Adopted this 20<sup>th</sup> day of July, 2021 by the Metropolitan Topeka Airport Authority, Topeka, Kansas.

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Thomas E. Wright  
Chairman of the Board

### Certification of Clerk

I, Cheryl A. Trobough, the duly appointed and qualified Authority Clerk of the Metropolitan Topeka Airport Authority, Topeka, Kansas, do hereby certify that the foregoing Resolution was duly adopted at a meeting of the Metropolitan Topeka Airport Authority, Topeka, Kansas, held on the 20<sup>th</sup> day of July, 2021, and that said Resolution has been compared by me with the original thereof on file and of record in my office, and is a true copy of the whole of said original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Metropolitan Topeka Airport Authority, Topeka, Kansas, this 20<sup>th</sup> day of July, 2021.

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Cheryl A. Trobough  
Authority Clerk

# NoFoam Systems

ARFF Testing Without Foam = NoFoam System

COST ESTIMATE – PROPRIETARY

## NOFOAM SYSTEM COST ESTIMATE

### 1 NOFOAM PORTABLE SYSTEM P-574 3 FITTINGS FOR ARFF VEHICLES

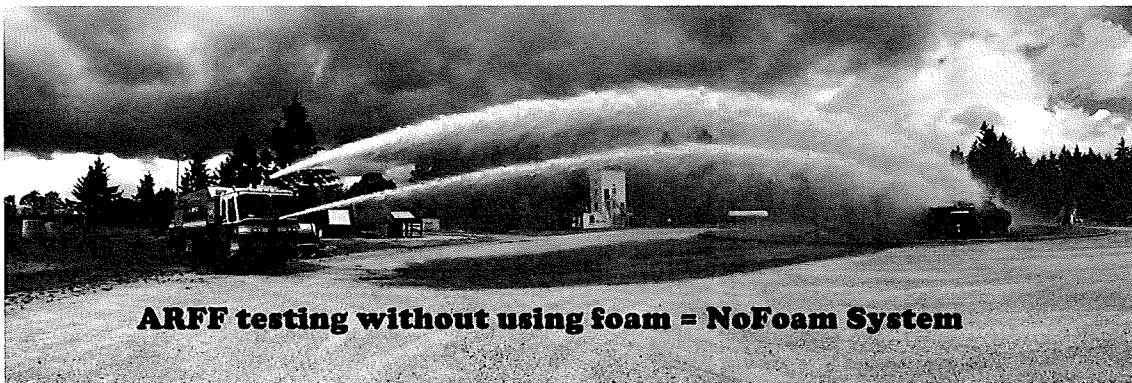
VERSION DATE: 7/8/2021

Submitted via email to: Metropolitan Topeka Airport Authority for the Topeka Regional Airport (FOE), KS

Point of Contact: Director Frank Rezac

Email: [frezac@mtaa-topeka.org](mailto:frezac@mtaa-topeka.org)

Phone number: 785-862-9250





## COST-BENEFIT ANALYSIS FOR

### METROPOLITAN TOPEKA AIRPORT AUTHORITY FOR THE TOPEKA REGIONAL AIRPORT (FOE), KS

#### SUMMARY: SAVINGS AND ENVIRONMENTAL IMPACT

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<b>Cost Benefit Analysis Summary:</b>	<b>Model P</b>
Initial capital cost of NoFoam System	\$ 38,685
Divided by: Capital savings per year	\$ 13,702
Security Deposit	\$ -
<b>= Payback in years</b>	<b>2.8</b>
Savings from foam concentrate per year	\$ 13,702
- Yearly cost of operation (4 x test/yr)	\$ -
= Savings per year less yearly cost of ops	\$ 13,702
Expected life after payback (years)	17.2
<b>Return on investment over 20 years *</b>	<b>\$ 235,347</b>
*) The 'ROI over 20 years' represents the total amount saved in addition to recovering the original investment	
<b>Assumptions for Cost Benefit Analysis:</b>	
Fleet size (# vehicles)	3
Test frequency (tests per year)	4
Flow time per test (seconds)	30
AFFF concentration setting	3%
Avoided cost of AFFF (\$/Gallon)	22
<b>Environmental and Financial Impact each year:</b>	
AFFF concentrate saved (gallons each test)	156
Yearly AFFF replenishment avoided (dollars)	\$ 13,702
Yearly pollution avoided (gallons, 3% AFFF)	20,760

# NoFoam Systems

ARFF Testing Without Foam = NoFoam System

COST ESTIMATE - PROPRIETARY

## ITEMIZED COST ESTIMATE FOR METROPOLITAN TOPEKA AIRPORT AUTHORITY FOR THE TOPEKA REGIONAL AIRPORT (FOE), KS

COST ESTIMATE

		<b>Model P-500 Series</b>		
Units	of each	Description	Unit price	Sum
1	of each	Portable system Series 500	\$15,300.00	\$15,300.00
1	of each	Portable tank and hoses	\$510.00	\$510.00
3	of each	Retrofit Kit #2 - for any ARFF	\$6,813.76	\$20,441.29
1	of each	Portable Hydrant Meter	\$1,734.00	\$1,734.00
<b>Total</b>				<b>\$37,985.29</b>
5	Items	Shipping		\$700.00
Tax TBD - not included in this estimate				
<b>= Total including Standard Shipping</b>				<b>\$38,685.29</b>

Discount multi vehicle \$1,750x2 (per 2 <sup>nd</sup> and 3 <sup>rd</sup> )	\$3,500.00
<u>Adjusted Total</u>	<u>\$35,185.29</u>

# NoFoam Systems

ARFF Testing Without Foam = NoFoam System

COST ESTIMATE – PROPRIETARY

## OVERVIEW

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The cost estimate requested is noted as follows, and is subject to a full and final quote:

- ✓ 1 NoFoam Portable System P-574
- ✓ 3 Retro Fit Kits (E-One, 1986 Oshkosh T1500, 1985 Oshkosh P19)
- ✓ No dye included, can be added to quote upon request
- ✓ 1 Fire Hydrant Meter
- ✓ Door-to-door delivery
- ✓ Optional cost of installation of Kits is included
- ✓ Partial delivery and partial invoicing (line item invoicing) allowed upon our request
- ✓ Expected payment terms are our standard payment terms (net 30 days)

## THE SMALL PRINT

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### Notes and terms:

Disclaimer: All costs and savings listed are estimates only, subject to a final proposal. All prices are subject to change. Not liable for any errors or omissions.

### Shipping and Delivery:

Cost is based on delivery to Topeka Regional Airport (FOE), KS using ground transportation and standard packaging, excluding any taxes, duties, levies, or other assessed fees.

For the final quote, the delivery charges are not expected to deviate from this cost estimate for domestic deliveries within mainland US (CONUS). Deliveries outside mainland US may be based on an approximate estimate and may differ from the amount estimated in this cost estimate.

Domestic delivery time is usually 4-8 weeks, final delivery date based on long lead time items.

Package sized deliveries may be shipped by ground or by air, by any carrier, individually or in a combined shipment as determined by NoFoam Systems.

### Payment:

Payment terms are our standard payment terms (net 30 days). Prices are quoted in US\$. Sales tax and other local taxes may be added at any point in time, as necessary – they are not specified in this cost estimate.

# NoFoam Systems

ARFF Testing Without Foam = NoFoam System

COST ESTIMATE – PROPRIETARY

## **Included/Excluded:**

All major items are listed as line items. The system itself comes with a connection hose (between the testing unit and the ARFF vehicle), drain hose, 5-gallon collection containers for drainage and a funnel. The Retro Fit Kits come with all parts needed to perform the retrofit installation. Each kit also provides you with access to a PDF manual for the installation of the kit.

For on-going testing, you will have access to free PDF format user manuals, vehicle-specific test sheets and test report templates, as well as free online support (phone, text or email) on an as-available basis.

Installation of retrofit kit is included in the quote and is considered optional. The Installation can always be performed by your own mechanic on-site, or we can set you up with a third-party installer and provide installation supervision at most locations – this service is in any case optional based on your preference.

## **Options and Notes:**

Note: In many cases, we are able to apply a discount to match any lower price offer for the same or comparable equipment related to this NoFoam quote.

# NoFoam Systems

ARFF Testing Without Foam = NoFoam System

COST ESTIMATE – PROPRIETARY

## NOFOAM SYSTEMS BACKGROUND AND POINT OF CONTACT INFORMATION

This cost estimate is issued by NoFoam Systems, a division of Emerging Growth Enterprise, which holds exclusive licensing rights to the Intellectual Property Rights to the system and the associated modification kits.

NoFoam Systems has won the Federal Labs Consortium's award for Technology Transfer. The technology is recognized as an acceptable method in the NFPA 412 standard. The system is approved by the FAA and listed in Part 139 CertAlert number 19-01.

The NoFoam System is installed and used on hundreds of ARFF vehicles all over the world. Our users include civil aviation as well as all branches of the US DoD (Navy, Marine, Air Force, and Army), and the Department of Defense in Australia. NoFoam Systems are currently used in the US, Canada, Australia, Asia, Africa, and Europe (UK, Germany, Belgium, Italy, Spain, Portugal and Greece).




Lina Ramos, Principal, NoFoam Systems

NoFoam Systems  
7825 Fay Avenue, Suite 200  
La Jolla, CA 92037-4270  
Tel: +1.619.886.4227 direct  
Email: [Lina@NoFoamSystem.com](mailto:Lina@NoFoamSystem.com)  
Web: [www.NoFoamSystem.com](http://www.NoFoamSystem.com)

- End of Cost Estimate -

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Board to Consider Purchase of AFFF Concentrate  
to Replenish Depleted Stock for Emergency  
Fire Response (Board Action Required)**



Date: July 16, 2021

On July 8, 2021, we experienced a large spill at the fuel farm at Topeka Regional Airport. The last estimate provided to me by the fire department was in excess of 3,000 gallons of Jet A fuel. With an event like this, the primary response is to blanket the fuel to reduce the vapors and the potential for fire. Foam blankets break down quickly and require periodic reapplication. During this process, the MTAA Fire Department used approximately 1,000 gallons of foam concentrate.

We were able to borrow enough foam from another airport to maintain compliance with FAA regulations but will need to return it or replace it within 30 days. Staff obtained several quotes to replenish our required inventory of foam. Danko Emergency Equipment provided the lowest quote of \$24,721.28. Some of this will be used to replace the foam we borrowed from the 190<sup>th</sup> ARW fire department.

I am requesting the Board of Directors to authorize the purchase of 1,035 gallons of PHOS-CHEK 3% AFFF from Danko Emergency Equipment at a cost of Twenty-Four Thousand Seven Hundred Twenty-One Dollars and Twenty-Eight Cents (\$24,721.28).

We will submit this cost to the responsible insurance provider for reimbursement.

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



**Danko Emergency Equipment**

PO Box 218  
 302 E 4th Street  
 Snyder, NE 68664-0218 USA  
 Phone: 402-568-2200  
 sales@danko.net  
 www.danko.net

**Quote No: 24702**

**Monday, July 12, 2021**

Page 1 of 1

*Account Address:*

**Attention:**

**METROPOLITAN TOPEKA AIRPORT AUTH**  
 6510 SE FORBES AVE  
 SUITE 1  
 TOPEKA, KS 66619-1446  
 Phone: 785-862-2362  
 Email

*Shipping Address:*

**MTAA - POLICE & FIRE**  
 6500 SE FORBES AVE  
  
 TOPEKA, KS 66619

<i>Shlp Via</i>	<i>Shipping Terms</i>	<i>Prices are Valld Until</i>
BEST WAY	Freight Included	Wednesday, August 11, 2021

<i>Line #</i>	<i>Part ID:</i>	<i>Description</i>	<i>Qty</i>	<i>Price</i>	<i>Extended</i>
1	ICL	PHOS-CHEK 10004192 3% AFFF MILSPEC, 265 GALLON TOTE	3.00	5,751.76	17,255.28
2	ICL	PHOS-CHEK 10004164 3% AFFF MILSPEC, 5 GALLON PAIL	48.00	119.00	5,712.00
3	FR	FREIGHT	1.00	1,754.00	1,754.00

**Contact**

Salesperson: John House  
 Contact Phone:  
 Email: john@danko.net

Sub Total **\$24,721.28**  
 Tax **\$0.00**  
 Total Price **\$24,721.28**

# CONRAD FIRE EQUIPMENT, INC.

19922 W 162nd Street Olathe, KS 66062  
 www.CONRADFIRE.com  
 (913) 780-5521  
 (913) 780-5251 Fax

## QUOTATION 142265

CUSTOMER NO.  
1493

**BILL TO:**

METRO TOPEKA AIRPORT  
 6510 SE FORBES AVE, STE 1  
 TOPEKA, KS 66619-1446

**SHIP TO:**

METRO TOPEKA AIRPORT  
 6510 SE FORBES AVE, STE 1  
 TOPEKA, KS 66619-1446

PHONE: 785/221-2992  
 FAX: 785/862-7421

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS			
07/13/21	GROUND		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
FOAM	07/13/21	200 164	142265			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
200		3%AFFF MIL SPEC 5 GALLON PAIL	123.92	24,784.00		
4		3% AFFF MIL SPEC, 265 GAL TOTE	6,317.29	25,269.16		
		-THE ABOVE ITEMS FROM CHEM GUARD WOULD RECEIVE FREE SHIPPING.				
42		Phos-Chek 3% AFFF Class B Foam	100.05	4,202.10		
		-ITEM SHIPS LTL AND SHIPPING CHARGES WOULD APPLY.				
		-FOAM ORDERED IN 5 GALLON CONTAINERS OR 265 GALLON TOTES WOULD SHIP FOR FREE.				
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL
54,255.26	0.00		54,255.26	0.00		54,255.26

**"WE APPRECIATE YOUR BUSINESS"**

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE. Agenda Item 8





# Quote

Date 07/09/2021  
 Quote # QT1488030  
 Expires 08/08/2021  
 Sales Rep Chew, Dwayne  
 PO #  
 Shipping Method FedEx Ground

1900 East Military Avenue Suite 276 Fremont, ...

**Bill To**

**Ship To**

Greg D. Dunn  
 Metropolitan Topeka Airport Authority  
 6510 SE Forbes Ave.  
 Topeka KS 66619  
 United States

Item	Alt Item#	Units	Description	Qty	Unit Sales Pkts.	Amount
PERIMETER SOL	1004164		1004164 Custom PERIMETER SOLUTIONS PHOS-CHEK 3% Mill Spec 5Gal Pall	<del>102</del> 207	168.33	32,319.36 \$34,844.31

Subtotal 32,319.36  
 Shipping Cost (FedEx Ground) 1,340.40  
 Total \$33,659.76

Greg - Thank You!!!

**TOTAL \$36,184.71**

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1488030

# Activity Report



## Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Jun-21	Jun-20	Jun-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through June	Calendar Yr Totals	Y-T-D Through June	Calendar Yr Totals
Air Carrier	7	0	3	56	51	77	170	265
Air Taxi	27	31	21	145	178	344	173	373
Itinerant General	1,113	478	588	3,960	2,485	5,723	2,216	5,007
Itinerant Military	485	656	624	2,394	2,725	5,315	2,742	5,765
Local Civil	266	100	66	1,157	503	1,394	352	710
Local Military	1,907	884	642	7,299	4,198	7,681	2,977	6,475
GRAND TOTAL	3,805	2,149	1,944	15,011	10,140	20,534	8,630	18,595

PASSENGER ACTIVITY	Jun-21	Jun-20	Jun-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through June	Calendar Yr Totals	Y-T-D Through June	Calendar Yr Totals
<b>COMMERCIAL SERVICE</b>								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
<b>CHARTERS</b>								
Passengers Enplaned	-	-	-	419	2,075	2,524	2,201	4,663
Passengers Deplaned	-	-	-	514	2,029	2,456	1,804	3,853
Aircraft Landed	-	-	-	28	53	60	52	90
<b>MILITARY CHARTERS</b>								
Passengers Enplaned	850	-	-	3,336	-	519	8,490	8,539
Passengers Deplaned	-	83	96	749	83	83	3,571	9,242
Aircraft Landed	9	1	2	67	3	18	80	117
Combined Total Passengers Enplaned	850	-	-	3,755	2,075	3,043	10,691	13,202
Combined Total Passengers Deplaned	-	83	96	1,263	2,112	2,539	5,375	13,095



## Billard Airport

TOP FAA TOWER OPERATIONS	Jun-21	Jun-20	Jun-19	2021	2020		2019	
				Accumulated Totals Y-T-D	Y-T-D Through June	Calendar Yr Totals	Y-T-D Through June	Calendar Yr Totals
Air Carrier	2	0	0	2	0	0	0	19
Air Taxi	71	68	67	287	393	703	484	1,163
Itinerant General	1,235	980	1,323	5,800	4,768	10,609	5,332	11,637
Itinerant Military	38	36	62	204	219	417	353	733
Local Civil	278	280	616	2,376	2,550	6,196	2,904	5,992
Local Military	2	12	0	86	76	154	6	22
GRAND TOTAL	1,626	1,376	2,068	8,755	8,006	18,079	9,079	19,566

**DELINQUENT ACCOUNTS  
 AS OF JUNE 30, 2021**

NAME OF BUSINESS		TOTAL PAST DUE	JUNE 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
<b>TOPEKA REGIONAL BUSINESS CENTER:</b>											
<b>- CURRENT TENANTS -</b>											
ADVANCE STREET ROD	RENT/FC	\$3,040.67	\$44.94	\$45.29	\$44.62	\$43.96	\$2,861.86	X	X		
FAA RENT #620	RENT	\$1,724.54	\$862.27	\$862.27	\$0.00	\$0.00	\$0.00	X	X		
HOME DEPOT USA, INC	RENT	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
TONY LYNCH	RENT/FC	\$1,398.96	\$1,398.96	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MICHELLE & DUKE KOELLING DBA MDK	RENT/FC	\$1,300.50	\$1,210.50	\$90.00	\$0.00	\$0.00	\$0.00	X	X		
MID-AMERICA PAINTING	RENT/FC	\$665.25	\$664.98	\$0.27	\$0.00	\$0.00	\$0.00	X	X		
R&R PALLET OF GARDEN CITY	FC	\$2,763.50	\$40.84	\$697.34	\$685.49	\$344.77	\$995.06	X	X		
RURAL DEVELOPMENT CORP	RENT/FC	\$24,694.66	\$364.95	\$359.55	\$354.24	\$349.00	\$23,266.92				X
VAERUS AVIATION	RENT/FC	\$2,980.95	\$1,490.96	\$1,468.93	\$21.06	\$0.00	\$0.00	X	X		
<b>SUBTOTAL</b>		<b>\$39,769.03</b>	<b>\$7,278.40</b>	<b>\$3,523.65</b>	<b>\$1,105.41</b>	<b>\$737.73</b>	<b>\$3,856.92</b>				
<b>- VACATED TENANTS -</b>											
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>TOPEKA REGIONAL AIRPORT:</b>											
<b>- TENANTS -</b>											
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>- AIRPORT USER LANDING FEES -</b>											
EASTERN AIRLINES	LANDING FEES	\$430.00	\$430.00	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
ELITE AIRWAYS	LANDING FEES	\$1,792.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,792.50	X	X		
MIAMI AIR INTERNATIONAL	LANDING FEES	\$2,750.00	\$322.00	\$0.00	\$0.00	\$0.00	\$2,428.00	X	X		
RVR AVIATION	LANDING FEES	\$86.18	\$0.00	\$0.00	\$0.00	\$0.00	\$86.18	X	X		
UNITED AIRLINES	LANDING FEES	\$1,735.02	\$0.00	\$0.00	\$0.00	\$941.18	\$793.84	X	X		
<b>SUBTOTAL</b>		<b>\$4,571.20</b>	<b>\$322.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$941.18</b>	<b>\$3,308.02</b>				
<b>PHILIP BILLARD:</b>											
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>WATER &amp; SEWER:</b>											
MDK BLDG 801	WATER/FC	\$113.01	\$113.01	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
<b>SUBTOTAL</b>		<b>\$113.01</b>	<b>\$113.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>GRAND TOTALS</b>		<b>\$21,186.32</b>	<b>\$7,713.41</b>	<b>\$3,523.65</b>	<b>\$1,105.41</b>	<b>\$1,678.91</b>	<b>\$7,164.94</b>				

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

Metropolitan Topeka Airport Authority  
 Monthly Leasing Activity Report  
 June 2021

March 2021 CPI is 2.6%

TENANT	ADDRESS (FACILITY #)	ANNUAL RENT	
		FROM	TO
<b>NEW:</b>			
The Home Depot USA	Lot #7	\$0.00	\$7,200.00
<b>RENEWALS DUE:</b>			
	NONE	\$0.00	\$0.00
<b>OPTIONS:</b>			
	NONE	\$0.00	\$0.00
<b>INCREASES:</b>			
Mark A. Lewis dba M Lewis Properties	6625 SE Jabara St. (#248)	\$2,377.54	\$2,439.36
<b>DECREASES:</b>			
	NONE	\$0.00	\$0.00
<b>MISCELLANEOUS:</b>			
	NONE	\$0.00	\$0.00

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

New Annl. Rate	\$9,639.36
Old Annl. Rate	\$2,377.54
Annual Diff.	\$7,261.82
/12	\$605.15
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	\$605.15

Metropolitan Topeka Airport Authority  
 Monthly Gross Rental Income Report  
 June 2021

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,300.14
3	Combat Air Museum	2,3	602/604	\$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	\$5,370.88
	" "	9	Land Lease (#613)	\$823.89
	" "	10	619	\$2,296.81
	" "	11	627	\$498.86
	" "	12	697	\$381.84
5	Gary Properties LLC	13	626	\$1,780.08
6	Haselwood Farm Inc.	14	Farm	\$161.50 ***
	Haselwood Farm Inc.	15	Farm A	\$104.84 ***
	Haselwood Farm Inc.	16	Farm B	\$740.09 ***
	Haselwood Farm Inc.	17	Farm C	\$96.58 ***
7	Pettit, Brooks	18	603 - 240sf	\$50.00
8	Shawnee County	19	667 (Firing Range)	\$514.09 ****
9	Topeka Police Dept.	20	669 (Firing Range)	\$103.09 ***
				\$28,126.71

TENANT	FACILITY	MONTHLY RENT
1 AT&T Services, Inc.	1 280	\$472.19
2 Advanced Coatings Inc.	2 137	\$858.86 ***
3 A-1 Restaurant and Bar Supply	3 252	\$2,875.13
A-1 Restaurant and Bar Supply	4 139 (storage)	\$500.00
A-1 Restaurant and Bar Supply	5 624	\$4,500.00
4 Blue Jazz Java LLP	6 243	\$2,217.09
5 Brackett, Inc.	7 451	\$3,993.63
6 Concrete Supply of Topeka, Inc.	8,9,10 147-148-149	\$1,626.24
7 DXC Technology	11 Parking Lot #1	\$263.06
" " "	12 Parking Lot #2	\$263.06
" " "	13 Parking Lot #3	\$108.20
" " "	14 Parking Lot #4	\$251.63
8 Evergy	15 Parking Lot S (#18)	\$1,916.67
9 F&L Enterprises Inc. dba WOW Truck and RV Wash	16 100	\$1,138.32
10 Federal Aviation Administration	17 620	\$862.27
11 Gallery Classic, Inc.	18 384	\$4,377.50
12 Grandmother's Inc.	19 Parking Lot #21	\$1,125.74
13 Groendyke Transport Inc	20 6N Lot A	\$630.69
14 Ground 1, LLC	21 Land Lease (#453)	\$5,798.61
15 H2I, LLC	22 Land Lease (#255)	\$666.96
16 Heartland Coca-Cola Bottling Co.	23 Land Lease (#400)	\$1,921.00
17 Henderson, Brad d/b/a Heartland Tree Service	24 260W Parking Lot	\$300.00
18 Home Depot USA, Inc.	25,26,27,28 Parking Lot #7,#20, #23 & #24	\$3,345.79
19 Houser Enterprises, Inc	29 167	\$6,273.00
20 JSLewis, Inc.	30 415	\$368.49
21 KADA Enterprises LLC	31 260E Parking Lot	\$306.00
22 Kansas Sand & Concrete, Inc	32 Axton St - Lot A	\$1,185.42
23 Kirk, Paul L. Sr. dba Advance Street Rod Design	33 140	\$1,768.00
24 Klaton Real Estate, LLC	34 Land & Bldg. Lease (#622)	\$1,519.66
25 Koelling, Michelle & Duke d/b/a MDK	35 801	\$1,191.28
26 LMC, Inc.	36 321	\$367.55
" " "	37 Land Lease (#383)	\$228.77
" " "	38 Land Lease (#621)	\$257.06
" " "	39 820	\$1,149.94
27 Lewis, Mark A. d/b/a M. Lewis Properties	40 248	\$203.28
" " "	41 629	\$458.54
28 Lynch, Tony C. dba T&J Repair	42 114	\$1,605.86
29 McPherson Contractors Inc.	43 452	\$1,126.19
30 Mr. O Auto Sales, LLC	44 183	\$329.92
31 Murray, Christopher d/b/a Mid-America Painting	45,46 123/129	\$543.87
32 NFI Interactive Logistics LLC	47 University & Bleckley Lot	\$366.04
33 Nzekwe, Chigbo	48 181	\$53.22
34 Phoenix Recovery of Kansas LLC	49 225	\$1,289.15
35 ProMetal Fabrication, LLS	50 379	\$988.38
36 R & R Pallet of Garden City, Inc	51 170 A	\$6,383.56
R & R Pallet of Garden City, Inc	52,53,54 170 B/C & Axton Lot B	\$11,092.34
R & R Pallet of Garden City, Inc.	55 170-D	\$3,916.06
R & R Pallet of Garden City, Inc.	56 Engle Lot	\$776.65
37 Rippe Enterprises	57 Lot #15	\$566.38
38 Rural Development Corp.	58 281	\$1,803.80
" " "	59,60 638/818	\$1,855.21
Rural Development Corp. 1	61 Lot J	\$158.63
" " "	62 Lot K	\$910.81
39 SEKESC - Greenbush	63 605	\$10,730.03
40 Sports Car Club of America	64 300	\$6,976.58
41 Sunflower Auto Auction, LLC	65 131	\$3,480.49
42 Topeka Construction, LLC	66,67 Land & Bldg. Lease (#449 & #450)	\$1,074.20
" " "	68 Land & Bldg. Lease (#448)	\$337.69
43 T.R. Management Inc.	69 154	\$1,024.88
" " "	70 344	\$2,413.52
44 UAR Direct, LLC	71 197	\$917.08
45 Vauer Aviation, Inc.	72 151	\$1,335.63

\$117,345.80

	TENANT		FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$105.06
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,059.47
3	H&H Aircraft Service LLC	3	10	\$881.78
	" "	4	12	\$55.98
4	Heartland Airplanes, LLC	5	9	\$245.99 *
5	Hetrick Aviation, LLC	6	26	\$3,519.66
6	Kaw Valley Aviation, LLC	7	T-Hangars, Fuel Farm	\$3,669.60 *****
	" "	8	4 - Suite 5 & 6	\$1,264.64
	" "	9	7	\$1,253.60
7	NOAA	10	Weather Station	\$3,536.73
8	New-Jetz, LLC	11	Land (#27)	\$575.72
9	Riverside Farms LLC	12	Farm	\$2,230.19 ***
10	RJ Meier Farms LLC	13	Farm	\$2,086.42 ***
11	Teamsters Local Union #696	14,15,16	1,2,3	\$1,900.28
12	Technical Applications & Consulting	17	17	\$1,702.93
				\$24,088.05
<hr/>				
GRAND TOTALS				
66	TENANTS	109	FACILITIES	\$169,874.56

\*Paid Quarterly

\*\* Paid Semi-Annually

\*\*\*Paid Annually

\*\*\*\*Paid 10 Yrs in Advance

\*\*\*\*\*Minimum Guarantee

Metropolitan Topeka Airport Authority  
 Monthly Lease Income Net Change Report  
 June 2021

	JUNE 2021	MAY 2021	JAN 2021	JAN 2020	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
<b>TOPEKA REGIONAL AIRPORT</b>											
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
<b>TOPEKA REGIONAL BUSINESS CENTER</b>											
TENANTS	45	45	44	48	43	44	42	39	38	39	39
FACILITIES LEASED	72	71	69	75	69	69	66	57	55	56	58
<b>PHILIP BILLARD AIRPORT</b>											
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
<b>TOTAL</b>											
TENANTS	66	66	65	69	64	68	68	62	62	61	61
FACILITIES LEASED	109	108	106	113	107	110	106	95	98	101	103
<b>MONTHLY LEASE INCOME</b>	\$ 169,875	\$ 169,269	\$ 167,098	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$ 113,043	\$ 121,201	\$ 119,965
<b>NET CHANGE</b>	\$ 605	\$ 2,172	\$ (1,447)	\$ 12,609	\$ (2,085)	\$ 8,551	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)