

**MTAA Board Meeting 3:00 PM**

**Tuesday, October 18, 2022**

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

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

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of September 20, 2022 and the Special Board Meeting October 4, 2022.
3. Public Comment.
4. Adopt Agenda.

**DISCUSSION ITEMS:**

5. Billard Airport Terminal Building.

**ACTION ITEMS:**

6. Consideration of Mutual Release and Settlement Agreement.
7. Consider Increase of MTAA Participation in the Momentum 2027 Campaign.
8. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 10 - FOE Taxiway Alpha Reconstruction/Rehabilitation and Taxiway Delta Abandonment - Design Services.

**INFORMATIONAL REPORTS:**

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.



**MTAA**

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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
September 20, 2022**

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

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

- Sam Stallbaumer of WSP USA, Inc.
- Patrick Taylor of Coffman Associates
- Ian Wright of Garver
- John Lueger of Heinen Brothers
- Joseph Ledbetter of Ledbetter Law Office
- Jovarie Downing of WIBW-TV
- Tim Hrenchir of Topeka Capital-Journal
- Bill Wempe – MTAA Police/Fire
- Terry Poley – MTAA Maintenance
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

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

Topeka City Councilman Tony Emerson was in attendance via the scheduled Zoom meeting.

**Item 1. Notice.**

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

**Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of August 9, 2022.**

Chairman Munson asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of August 9, 2022 and inquired if there were any additions, corrections or comments to the Minutes.

**Ms. Stubbs moved to approve the Minutes of the Regularly Scheduled Board Meeting of and August 9, 2022. Mr. Armstrong seconded the motion. Motion carried.**

**Item 3. Public Comment.**

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

**Item 4. Adopt the Agenda.**

Chairman Munson inquired if there were any changes to the Agenda as presented. Mr. Johnson replied that Staff had nothing to add.

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

**Item 5. Consider Approval of Coffman Associates Proposal for Focused Planning Study to Assess MRO Hangar Development Alternatives for Topeka Regional Airport.**

Mr. Johnson reported that following a discussion with the FAA Central Region Office, it was determined that a focused planning effort to analyze development alternatives of the MRO site and some preliminary environmental evaluations to revise the Airport Layout Plan will need to be completed. Coffman Associates was contacted for a proposal for this effort as they are familiar with the Topeka Regional Airport having completed the Master Plan Update in 2016. This should allow for completion of the focused planning in a timely manner.

Patrick Taylor of Coffman Associates was in attendance to answer any questions concerning the project. The scope of work and cost proposal for this service was presented for review and consideration. The total contract for this project is proposed as a fixed-fee effort with a cost not to exceed \$62,068. This work will be included as part of the MRO site design and will be funded in part by the SPARK Base grant and MTAA matching funds. Mr. Johnson recommended approval of the Coffman Associates proposal.

**Ms. Garcia-Babb made a motion to approve the Focused Planning Study to Assess MRO Hangar Development Alternatives for Topeka Regional Airport as proposed by Coffman Associates in the amount not to exceed Sixty-two Thousand Sixty-eight Dollars and Zero Cents (\$62,068.00). Ms. Stubbs seconded the motion. Motion carried.**

**Item 6. Consider Approval of Bids Received for Construction of New Terminal Building at Phillip Billard Airport.**

**Chairman 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 review of certain legal matters with the attorney regarding the bid process consultation. Mr. Munson stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 3:08 p.m. and this meeting shall reconvene at 3:23 p.m. Mr. Armstrong seconded the motion. Motion carried.**

Chairman Munson reconvened the Regular Session at 3:23 p.m.

**Chairman Munson reported the results of the Executive Session by making a motion to table the consideration of Agenda Item 6 for two weeks, or until October 4, 2022 at 3:00 p.m., to allow the Board additional time to review and do any necessary due diligence in regard to the bids on the terminal building at Phillip Billard. Mr. Armstrong seconded the motion. Motion carried.**

**Item 7. Consider Approval of Quote Regarding Asbestos Abatement at 6930 SE Johnston St. (Bldg. #384).**

Mr. Johnson reported that Building 384 has been leased to the same business since 2015. They are hoping to repurpose a large room that currently contains the old boiler and ancillary equipment to usable space. Prior to authorizing the removal of the old equipment, staff had all insulating material identified, and as suspected, a significant amount of it is asbestos.

For the past several years, it has been the MTAA practice to remove asbestos materials in buildings prior to leasing them. Because the same tenant occupied the property as a subtenant under a prior lease, this work was not completed when the building was returned to the MTAA.

Quotes for asbestos abatement were solicited with Jacobson Asbestos Company providing a quote of \$24,900.00. This includes preparation, removal, disposal and OSHA compliant air monitoring in the structure, leaving the room safe for remodeling.

Mr. Johnson requested the Board authorize acceptance of the quote provided by Jacobson Asbestos Company for the removal of the asbestos material at a cost of \$24,900.00.

**Chairman Munson made a motion to accept the asbestos removal quote for Bldg. #384 located at 6930 SE Johnson St. submitted by Jacobson Asbestos Company at the cost not to exceed Twenty-four Thousand Nine Hundred Dollars and No Cents (\$24,900.00). Ms. Garcia-Babb seconded the motion. Motion carried.**

**Item 8. Consider Approval of MTAA Resolution No. 22-282 Authorizing the Acceptance of SPARK-BASE Grant Offer from Kansas Department of Commerce.**

Mr. Johnson reported that the grant offer for the Site Prep for NIAR – Topeka Regional Airport was received from the State of Kansas – Department of Commerce (KDOC).

The KDOC SPARK Base grant funds the project with a minimum of 25% of the total cost being the MTAA's responsibility. The estimated project cost and participant share is identified as:

<u>KDOC Share</u>	<u>MTAA Share</u>	<u>Total Project</u>
\$1,000,000.00	\$750,000.00	\$1,750,000.00

Mr. Johnson requested that the Board of Directors consider adoption of MTAA Resolution No. 22-282, authorizing the MTAA President to sign in acceptance of the grant offer from the KDOC in the amount of \$1,000,000.00.

**Ms. Stubbs made a motion to adopt MTAA Resolution No. 22-282 authorizing Eric Johnson to sign the SPARK Base grant offer from the Kansas Department of Commerce in the amount of One Million Dollars and No Cents (\$1,000,000.00) for funding designated for the Site Prep for NIAR – Topeka Regional Airport. Ms. Garcia-Babb seconded the motion. Motion carried.**

**Information Only Items:**

**Item 9. Monthly Reports**

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

Mr. Johnson provided the following report:

- The FAA annual Part 139 certification inspection is scheduled for October 11, 2022. Although this is about a month earlier than we usual, weather permitting, the airfield painting should be completed.
- In May 2021, the Board authorized the purchase of a 3,000-Gallon Aircraft Rescue Fire Fighting Vehicle. This was a planned Airport Improvement Program purchase with the MTAA share of the cost being 10% of the total \$866,995.00. The original delivery date of May 2022 has been pushed back several times, but it now appears delivery will be completed by the end of December.
- There have been the same delivery issues with the Quick Attack truck. Staff will inspect the truck on September 27<sup>th</sup> with delivery by the end of the month. Again, this truck was originally scheduled for delivery in May 2022.
- The FAA notified staff that the Taxiway A & D design project will be awarded in FY 2023. The grant application is due by April 2023 so there will be a WSP task order presented for approval so the design work can begin.

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

Mr. Johnson provided the following report:

- Staff was able to clean and prepare Hangar 14 at Billard Airport so an existing tenant could move in by September 1<sup>st</sup>. The tenant was facing the possibility of having to relocate his operation for lack of hangar space. Although this was the MTAA Billard Maintenance shop for many years, it is first a hangar and, if needed, must be used for aviation purposes. The maintenance staff is temporarily using a couple of storage containers until a permanent solution is made available.
- Argus Consulting has been contacted for a proposal to replace the fuel farm at Philip Billard Airport. A small system capable of storage and self-fueling options for both Avgas and Jet fuel is being proposed for development.
- Chairman Munson requested an update to the Board on Sen. Moran's recent visit. Mr. Johnson reported that the senator and staff members were invited for a tour of the MTAA Fire Station. In 2020, there was a federal program to fund construction of fire stations for civilian airports serving the military. That funding is no longer available, but there is a possibility of funding for renovations,

improvements and upgrades to existing structures. There were also conversations regarding the MRO site development and the funding possibilities for the civilian build-out of the hangar facilities.

Ms. Garcia-Babb inquired if there were any discussions regarding freight carriers. She further reported that she had been contacted by City Council member Karen Hiller who mentioned there was a push from the State to use Topeka Regional Airport to repurpose passenger aircraft to freight carriers. Mr. Johnson explained that is the NIAR project for Topeka to join with Wichita and Salina in this effort.

- Mr. Johnson was joined by Ms. Stubbs, Mr. Resner and Shawnee County State delegates for a quick tour of the NIAR facility in Wichita prior to the Board meeting. They had an opportunity to see the operations. It was reported that plans are to have the training programs up and running to develop the A&P workforce required for the MRO.
- Chairman Munson reported that he and Mr. Johnson have been discussing the general clean-up of the facilities and that he would like staff to develop a plan for the Board on the improvements to be made to the complex and facilities.
- **AUGUST LEASE ACTIVITY (CPI is 8.6%) – ALL INCREASES ARE 2%**
  - **NEW LEASES/RENEWALS**
    - Head, Inc. – New lease on the abandoned ramp for the batch plant for the 190<sup>th</sup> construction project;
    - Combat Air Museum – Renewed 7016 SE Forbes Ave. (Bldgs. #602-604); and
    - Phoenix Recovery of Kansas LLC – Renewed 6424 SE Johnston St. (#225).
  - **OPTIONS EXERCISED**
    - Heartland Airplanes LLC – Hangar #9 at Philip Billard (assigned to H&H Aircraft Services LLC; and
    - JSLewis Inc. – 255 SE 70<sup>th</sup> St. (#415)
  - **INCREASES**
    - Six (6) leases received an annual increase.
- Monthly rental income is \$165,082 or approximately \$1,980,984 per year.
- **DELINQUENT ACCOUNTS (as of 08/31/2022)**
  - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and April, May, June, July & August invoices;
  - Brackett Inc. – Account remains delinquent for finance charges and the April, May, June, July & August invoices;
  - Heartland Tree Service – Delinquent for finance charges and May, June, July & August invoices;
  - Home Depot USA – Delinquent for the new lease added in May on Lot #18;
  - Prometal Fabrication LLC – In final stages of turning the building back over to MTAA. Delinquent for May, June, July & August invoices;
  - Rural Development Corporation – Partial payments were received for the March, April, May & June, July and August 2020 invoices. Finance charges on unpaid balances each month. These unpaid charges relate to Bldg. #624. In addition, the water account for Bldg. #281 is delinquent for the August invoices.
  - Billard Airport Restaurant – Delinquent for finance charges and July & August invoices.

### **9.c. Monthly Financial Reports – Ms. Trobough**

Ms. Trobough provided the following reports:

- The report for the month ending 08/31/2022 reflects revenue to be \$162,635 more than budgeted which is a net result from:
  - a. Taxes and Assessments receipts remains at \$45,077 less than budgeted;
  - b. Landing Fees are \$8,857 under budget;
  - c. Fuel Flowage Fees are \$38,199 more than budgeted;
  - d. Passenger Facility Charges are \$3,478 under budget;
  - e. Lease & Rental Fees actual income reflects to be \$101,214 more than the budgeted amount;
  - f. Reimbursements total to be \$00,506 ahead of budget;
  - g. CD Interest income is \$8,586 more than the anticipated budget.
- Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$560,457.
- Capital Improvement purchases made during the month of August are as follows:
  - a. **VEHICLES** – Payment of the equipment to outfit the recently purchased Police Patrol Ford Expedition in the amount of **\$8,585.00**. This makes the final cost of this vehicle \$44,279.00; and
  - b. **EQUIPMENT** – Payment for the 2022 CAT Track Loader in the amount of \$259,126.45. The purchase price was discounted by \$9,000.00 for the trade-in of the 1976 CAT Crawler Loader making the final cost **\$250,126.45** as approved by the Board.

**Ms. Stubbs moved to accept and file the Monthly Financial Reports as presented for the month ended August 31, 2022. Mr. Armstrong seconded the motion. Motion carried.**

### **Item 10. Executive Session**

Chairman Munson inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson requested twenty (20) minutes to discuss legal matters pertaining to pending litigation.

**Ms. Stubbs 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 pending legal matters. Mr. Munson stated that the Executive Session will be for a period not to exceed twenty (20) minutes beginning at 4:07 p.m. and this meeting shall reconvene at 4:27 p.m. Mr. Armstrong seconded the motion. Motion carried.**

Chairman Munson reconvened the Regular Session at 4:27 p.m. and stated that there was no action to be taken as a result of the Executive Session.

### **Adjournment**

Chairman Munson inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made the motion to adjourn. Ms. Garcia-Babb seconded the motion and the meeting was adjourned at 4:27 p.m.**

These official minutes were approved by the Board of Directors on October 18, 2022.



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

## Board of Directors

### Metropolitan Topeka Airport Authority October 4, 2022

**Special Meeting conducted via ZOOM..... 3:00 PM**

Chairman Mike Munson brought the special meeting of the MTAA Board of Directors to order at 3:00 PM with Board members participating in the ZOOM meeting as follows: Brian Armstrong, Erica-Garcia Babb and Sam Sutton. Lisa Stubbs was unavailable. Also identified as attending via ZOOM were:

- Sam Stallbaumer of WSP USA, Inc.
- Jay Freund of WSP USA, Inc.
- John Lueger of Heinen Brothers
- Michael Padilla – Mayor-City of Topeka
- Tony Emerson – Topeka City Council
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Members of the public in attendance at the MTAA Administrative Office:

- Joseph Ledbetter of Ledbetter Law Office

Staff members in attendance:

- Eric Johnson
- Cheryl Trobough
- Danielle Sheehy

#### **Item 1. Notice.**

Chairman Munson inquired if everyone who requested notification had been notified of this meeting. **Ms. Trobough replied that notifications were sent.** Chairman Munson inquired if there was anyone registered for Public Comment. Mr. Johnson replied that there was not.

#### **Item 2. Adopt the Agenda.**

Chairman Munson stated that legal counsel has advised that the signed settlement agreement expected for consideration as Item 4 has not been received. Therefore, the Agenda will need to be amended to remove Item 4 for consideration at the October 18, 2022 meeting.

**Ms. Garcia-Babb made a motion to adopt the Agenda as amended by the removal of Agenda Item 4. Mr. Armstrong seconded the motion. Motion carried.**

#### **Item 3. Consider Approval of Bids Received for Construction of New Terminal Building at Philip Billard Airport. (Item tabled from September 20, 2022 meeting).**

Chairman Munson stated that at the September Board meeting, the Board unanimously voted to table this item to allow for additional time to review and consider the bids for the new terminal facility at Philip Billard Airport. The MTAA engaged in an extensive process working with our engineers, architects, community stakeholders to arrive at the best design and plans to serve the future needs of Billard and the community. The Board took the time to review the bid documents and consult with staff, the engineers and legal counsel. According to the bid policy, the Board is to evaluate all responsive bids and determine the lowest responsible bidder. The Board is tasked with making a decision between the two bids received, one from Senne Company of

\$5,240,523.00 and one from Icon Structures of \$4,669,000.00. Chairman Munson asked Mr. Johnson to provide any additional information on the two bids.

Mr. Johnson explained that the Icon Structures bid was lower than the engineer's estimate of probable cost, which was \$4,960,952.92. He further stated that following the bid opening, staff contacted some Icon Structures references, including the Manhattan Airport where they worked on the project as a sub-contractor on the terminal building. The project advertisement was also reviewed and noted that thirty-five difference contractors viewed the project posted on Topeka Blue with several of them being plan holders. Mr. Johnson stated that HTK Architects had received comments from some contractors that the Federal requirements of the payment of prevailing wages and the "Buy American" kept them from bidding on the project.

Chairman Munson inquired about the MTAA's protection against cost escalation by approving a contract perceived as a "not to exceed" cost. Mr. Johnson stated that there is not an escalator allowance in the bid documents and deferred to Sam Stallbaumer with WSP for his response. Mr. Stallbaumer responded that the only way to increase the cost of the construction contract is through approved change orders.

Ms. Garcia-Babb asked if change orders would only come into play if there was work to be completed that was not included in the original scope of work. Mr. Stallbaumer responded that that is correct and with this being a BIL project, the Federal Aviation Administration has final approval on any change order.

Mr. Armstrong inquired about the construction schedule to which Mr. Stallbaumer replied that it is set for a tentative construction start date of March 1, 2023. They are planning to give the administrative notice to proceed as soon as possible to allow for the order of long lead-time items. Once the construction begins, the contractor has 300 calendar days to complete construction and 60 calendar days to demolish the old terminal building and return it to green field.

Ms. Garcia-Babb inquired about the financial strength of Icon Structures. Mr. Johnson and Mr. Stallbaumer responded that financials are required to be included with the contract.

**Mr. Armstrong made a motion to award the contract for construction of the new terminal building at Philip Billard Airport to Icon Structures by accepting their bid submitted in the amount not to exceed Four Million Six Hundred Sixty-Nine Thousand Dollars and No Cents (\$4,669,000.00). Mr. Armstrong seconded the motion. Roll Call vote taken: Mike Munson-aye; Erica Garcia-Babb-aye; Brian Armstrong-aye; Sam Sulton-no communication received. Motion carried with three affirmative votes.**

#### **Adjournment**

Chairman Munson inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Garcia-Babb made the motion to adjourn. Mr. Armstrong seconded the motion and the meeting was adjourned at 3:17 p.m.**

These official minutes were approved by the Board of Directors on October 18, 2022.

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Brian Armstrong, Secretary



Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consideration of Mutual Release and Settlement Agreement.  
(Board Action Required)**



**MTAA**

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

Date: October 14, 2022


This item relates to a lawsuit between the MTAA and a former tenant of Building 624, Rural Development Corporation. As the Board is aware, pursuant to the Court's case management order, the MTAA President and legal counsel participated in a mediation on September 22, 2022. Based on guidance from the Board, we did come to a mutual yet informal agreement to resolve the dispute. Legal counsel for the MTAA and Rural Development and its legal counsel have approved a formal settlement agreement. The settlement agreement is subject to Board review and approval.

We recommend approval of the settlement agreement authorizing the Board Chair to sign the settlement agreement on behalf of the MTAA. To the extent that any member wishes to discuss its content with legal counsel, the discussion regarding the proposed agreement should occur in closed session. The settlement agreement will be a public record if/when it is approved by the Board.

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

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Increase of MTAA Participation  
in the Momentum 2027 Campaign.  
(Board Action Required)**



Date: October 14, 2022

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


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

- Initiative 1 is a Place to Live this includes housing for all, active core and neighborhoods and arts & recreation
- Initiative 2 is a Place to Prosper includes Retain & Expand, Launch & Develop, and Promote & Attract
- Initiative 3 is a Place to Learn includes Cradle through Career, and Access to Opportunity
- Initiative 4 is a Place to Belong includes Engaged & Empowered, Proud & Aware, and Recruit & Retain Talent

The MTAA has been asked to increase our five-year commitment from \$10,000 to \$15,000 annually. We have \$10,000 budgeted for 2023 but can make budgetary adjustments for years 2-5.

I recommend the MTAA Board of Directors authorize the increase to support the efforts of the Greater Topeka Partnership.

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

Office of: President  
To: Board of Directors  
From: Eric M. Johnson   
Subject: **Consider Approval of WSP USA, Inc.,  
Agreement No. 30900280 - Task Order No. 10 –  
FOE Taxiway Alpha Reconstruction/Rehabilitation  
and Taxiway Delta Abandonment - Design Services.  
(Board Action Required)**



Date: October 13, 2022

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

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

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

I request the Board approve WSP USA, Inc., Task Order No. 10 – FOE Taxiway Alpha Reconstruction/Rehabilitation and Taxiway Delta Abandonment - Design Services, in the total amount of Four Hundred Sixty-three Thousand, Five hundred dollars (\$463,500.00), subject to the completion of the Independent Fee Estimate (IFE) and FAA approval. This project will have multiple sources of funding to include the following:

**Project Funded with Additional Grants.**

FY 2023 Grant Numbers with estimated amounts:

**FAA-**

1. 3-20-0113-046-2023 | \$184,886.00 | AIP - 2023 (requires 10% MTAA matching funds)
2. 3-20-0113-047-2023 | \$94,749.00 | BIL - AIG - 2023 (requires 5% MTAA matching funds)

**MTAA** | \$29,056

**National Guard Bureau** (on behalf of 190<sup>th</sup> ARW) | \$154,809.00

Please contact me if you have any questions.

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. – 30900280

Task Order No. 10 (30900280J)

This Task Order No. 10 is made and entered into this 13<sup>th</sup> day of October, 2022, by and between the Metropolitan Topeka Airport Authority, with offices at 6510 SE Forbes Avenue, Suite 1, Topeka, Kansas 66619, (hereinafter called the "OWNER"), and WSP USA Inc., a New York corporation, with offices at 300 Wyandotte, Suite 200, Kansas City, Missouri 64105 (hereinafter called "WSP").

WITNESSETH

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

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

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

1. **Scope of Services**

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

See Exhibit TO-10-A, Scope of Services for FOE Taxiway Alpha Reconstruction/Rehabilitation and Taxiway Delta Abandonment - Design

2. **Schedule**

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

See Exhibit TO-10-B, Design Schedule.

3. **Compensation**

See Exhibit TO-10-C1, Derivation of Consultant project costs.

For Cost Reimbursable Task Orders:

- A. The OWNER shall compensate WSP for the performance of Design Services stated above, on the basis of a lump sum for the design services in Exhibit B1 for an amount of Four Hundred sixty three thousand, five hundred dollars(\$ 463,500.00).

4. Both parties agree that this Task Order No. 10 shall be made part of the Agreement between Owner and WSP, and except as amended herein, all terms, covenants and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Task Order No. 10 has been executed by Owner and WSP, effective from the day and year first written above.


PROFESSIONAL SERVICES AGREEMENT

METROPOLITAN TOPEKA AIRPORT AUTHORITY

WSP USA Inc.

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

Digitally signed by  
Cogan, Scott (cogansm)  
Date: 2022.10.13  
14:52:48 -05'00'

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Signature  
Scott Cogan, PE  
Assist Vice President  
Typed Name/Title  
10/13/2022  
  
\_\_\_\_\_  
Date of Signature

## SCOPE OF SERVICES

### FOE Taxiway Alpha Reconstruction / Rehabilitation and Taxiway Delta Abandonment – Design Services Task Order No. 10

#### AGREEMENT NO. 30900280J

#### PROJECT DESCRIPTION

Metropolitan Topeka Airport Authority (MTAA) has expressed a desire to enhance safety by improving selected taxiway pavements and to improve select taxiway/taxiway and taxiway/runway intersection geometrics. More specifically, the MTAA desires to reconstruct/rehabilitate Taxiway Alpha and abandon Taxiway Delta at Topeka Regional Airport in Topeka, Kansas. The MTAA desires to have the CONSULTANT provide design engineering services and construction observation services for this project.

#### SCOPE OF CONSULTANT SERVICES – DESIGN SERVICES

#### I. Project Objective:

##### A. Background.

This project is for the design of the reconstruction and rehabilitation of segments of Taxiway Alpha at and near the Runway 3 approach and the abandonment of Taxiway Delta at Topeka Regional Airport, Topeka, Kansas, as provided for in the Master Plan Update for Topeka Regional Airport, November 2016. The recommendations for the extent of the project include the following:

1. Removal of Taxiway Alpha from the intersection of Taxiway Alpha and Taxiway Echo to Runway 3-21.
2. Reconstruction of Taxiway Alpha from the new intersection of Taxiway Alpha and Taxiway Echo to Runway 3 (90-degree intersections at the taxiway/taxiway and taxiway/runway intersections).
3. Rehabilitation of Taxiway Echo and Taxiway Alpha (from Taxiway Echo to Taxiway Delta).
4. Removal of Taxiway Delta.
5. Removal of surplus pavement near Taxiway Echo and new connector Taxiway D

The design work will finalize recommendations, as provided for in the master plan, and provide for the preparation of construction documents suitable for advertising the project to prospective bidders. Provisions for the growing aircraft fleet mix into the current traffic distribution (by re-visiting recently tower-collected aircraft data without providing detailed forecasting services and Federal Aviation Administration (FAA)-provided data) are to be incorporated in this design.

##### B. Physical Project Goals:

1. Reconstruction of taxiway pavements shall be seventy-five feet in width.
2. Surfaced shoulders shall be provided on either side of the taxiways.

3. Design Aircraft
  - i. Civilian: Boeing 737
    1. Aircraft Approach Group C
    2. Design Group III
    3. Taxiway Design Group 3
  - ii. Military
    1. KC-135 Stratotanker
    2. Aircraft Approach Group C
    3. Design Group IV
    4. Taxiway Design Group 4
4. Taxiway Safety Area (TSA) will be 118 feet.
5. Taxiway Object Free Area (TOFA) will be 186 feet.
6. New taxiway pavement systems will include a stabilized subgrade, stabilized base layer, and either an Asphaltic Concrete (AC) pavement or Portland Cement concrete pavement (PCCP).
7. Significant adjustments to the vertical profile of the existing taxiways improvements are not anticipated.
8. A new Medium Intensity Taxiway Lighting system (MITL) will be installed as part of the reconstruction of the pavement, per current FAA design standards, and shall be tied into the existing taxiway lighting systems.
9. It is assumed that modifications or improvements will be made to the existing constant current regulators (CCRs) in the power vault as a part of this project. In addition, the existing relay control (low-voltage control) system in the power vault will be replaced due to the age and availability of replacement parts.
10. New signage will be needed for existing Taxiway Alpha and new Taxiway Alpha

#### C. Funding

1. CONSULTANT will assist the MTAA in the development of the funding percentages of the participating agencies. As of the date of this agreement, those agencies are the MTAA and the FAA. It is anticipated that funding assistance from the Kansas Air National Guard (KANG) will be incorporated into the project elements in the future.
2. FAA funding is assumed to be 90% for all Airport Improvement Program (AIP) eligible project items.
  - i. The FAA/MTAA split is assumed to be 67% of the cost and the KANG portion will be 33% of the cost.
  - ii. Consultant to validate the funding split by:
    1. Evaluating pavement thickness for commercial aircraft only and thickness with commercial and military aircraft; and,
    2. Evaluating the paving/earthwork/drainage associated with the wider military design aircraft. Design efforts for evaluating

paving/earthwork/drainage associated with military aircraft will be paid for by KANG.

D. Division of Engineering Work.

1. Phase One (Task Order No. 30900280J) of the project work, based upon the preliminary design recommendations presented in the master plan update for Topeka Regional Airport, consists of the development of the engineering design and construction documents, assisting the MTAA in advertising the project to prospective bidders, assisting at the bid opening, performing bid analysis of bids received from prospective bidders, and developing a recommendation for the award of a contract to the lowest, most responsible bidder.
2. Construction Services, administration, and observation will be negotiated at a later date through a separate task order under the same master agreement.

II. **Project Task Descriptions:**

A. General:

1. CONSULTANT shall provide design services for the project that consists of field investigations, analysis, design rationale, design, presentation of final reports, and construction documents (plans and specifications) for bidding based upon the recommendations outlined in the master plan update.
2. It is assumed that this project will not require new environmental clearances associated with the National Environmental Protection Act (NEPA) and that this project is eligible for a Categorical Exclusion (CATEX) (that has been already developed by the FAA for this project).
3. CONSULTANT shall prepare a *Notice of Intent for Authorization to Discharge Storm Water Runoff from Construction Activities per the Kansas Water Pollution Control General Permit Under the National Pollutant Discharge Elimination System (NPDES)* for submission to the Kansas Department of Health & Environment (KDHE). Agencies to be contacted shall include the Kansas Department of Health & Environment-Construction Storm Water Pollution Plan Permit, Kansas State Historical Society-Archeological/ Historical Clearance, and Kansas Department of Wildlife, Parks & Tourism-Endangered Species, the United States Army Corps of Engineers, and the United States Fish & Wildlife Service. These applications and submittals to obtain approvals, permits, and waivers from KDHE required to construct the project shall be the responsibility of the CONSULTANT acting on behalf of the MTAA. The MTAA shall be responsible for the required application and/or permit fees. If written approvals cannot be obtained from the regulatory agency, the CONSULTANT shall issue written correspondence to the regulatory agency and copy the MTAA stating specifically what has been agreed to verbally and incorporated into the contract documents.



4. No other permits or certifications, aside from the items mentioned in the two immediately previous paragraphs, are anticipated or included in the scope of services for the project.

B. Specific Tasks:

The CONSULTANT shall prepare the final design of the pavement reconstruction/rehabilitation for the project with the FAA Advisory Circulars (AC) as listed in Section II B.17 or effect as of the date of this agreement, as applicable. Design scope items shall include the following:

1. Topographic Survey of the existing taxiways and taxiway safety areas. Topographic information to be collected 112.5 feet left and right of the taxiway centerline along cross-section spaced at 100-foot intervals. More detailed information is to be collected at pavement intersection areas and other features located within the 100-foot collection zone (signs, drainage structures, other structures, underground cables (as marked by the MTAA), and other significant features). Included with this task will be the location of existing storm sewer inlets, elevations of storm sewer conduit flow lines, and their respective conduit sizes within the survey limits.

The survey shall be obtained by a licensed land surveyor licensed in the State of Kansas. The control for this survey shall comply with the applicable requirements of FAA AC 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*. The survey is not required to, nor will it be intended to, meet the FAA's AC 150/5300-17A and/or 150/5300-18A. The topographic survey shall be based upon existing airport monumentation.

All surveying activities will be coordinated with the MTAA Operations staff and, as appropriate, the airport Air Traffic Control Tower (ATCT). Closure of the runways or taxiways by the MTAA during survey operations will be based upon the MTAA's determination regarding the need to close the runways and taxiways.

2. Obtain Geotechnical Subsurface Exploration information (One boring per 500 feet of taxiway) along Taxiway Alpha, two borings along Taxiway Delta, two borings for the realigned portion of Taxiway Alpha, and two borings in the existing abandoned pavement adjacent to Taxiway Alpha. The bores on Taxiway Alpha and the realigned portion of Taxiway Alpha will include a pavement core at these locations and a soil sample at each boring location. Shelby tube samples shall be collected at each location with soil classifications and California Bearing Ratio (CBR) tests being run on soil samples from each location.

A geotechnical report will be produced including the results of the soil bores and will include testing for moisture, soil classification, Liquid Limit/Plastic Limit, and gradation. Closure of Taxiway Alpha, Delta, and Runway 3-21 by the MTAA will be required during the field operations of the geotechnical engineer.

3. Costs associated with collecting and analyzing the data for both areas referenced in Items 1 and 2 above are included in the base cost proposal for this final design.
4. Final field verification with MTAA and FAA local facilities personnel of known utility locations within the project limits.
5. Final determination of limits of work, contractor staging areas, access routes, and airport security-related requirements.
6. Final pavement analysis and design, including the selection of pertinent materials, based upon the most recent traffic numbers collected by the MTAA, the FAA, or the Air Traffic Control Tower. A traffic forecast will be generated from these current traffic numbers and will be corroborated with FAA for concurrence. FAA FAARFIELD pavement design software will be used for the analysis.

The scope of services shall include:

- Review of field investigations and testing
  - Analysis of current traffic conditions, comparison to published historic forecasts, and projection of future forecast for purposes of a 20-year pavement design
  - FAARFIELD computer runs to provide the design pavement rehabilitation section
  - Benefit-cost analysis comparing bituminous pavements to Portland Cement Concrete Pavements.
  - Preparation of the pavement design report for FAA submittal, review, and approval
  - Development of pavement materials specifications.
  - Provision of the maintenance plan and associated operational budget for the approved design section
7. Preparation of Design Rationale Report (Engineer's Report on Design).
    - a. Prepare the final Design Rationale Report (DRR) for review and approval. The DRR shall outline the project objective and a projected "Scope of Work" in narrative form, identify and describe specific approaches to accomplish the intent, the phasing of the work, and requirements including a discussion of the project's impact on the airport's operation, as well as any personnel requirements.
    - b. Included in the DRR, is the CONSULTANT's Opinion of Probable Costs for the project, in a format approved by the MTAA, bidding alternatives, and other options required to keep the project cost within the MTAA's designated budget. The CONSULTANT's Opinion of Probable construction cost will be based on the CONSULTANT's professional's experience and judgment and shall be deemed to represent the CONSULTANT's opinion. The CONSULTANT has no control over the cost of labor, material, equipment, and other relevant factors that could influence the ultimate construction costs. Thus, the CONSULTANT does not guarantee that proposals, bids, or the actual facility cost will be the same as the CONSULTANT's opinion of probable construction cost or that construction costs will not vary from its opinions of probable cost.

- c. The report shall also include a proposed construction performance schedule with critical milestone dates in Gantt chart form for the project using elapsed time from the NTP. It shall include as a minimum the following:
- i.) Mobilization:
    - Engineering (if applicable)
    - Calculations
    - Drawing Approval
  - ii.) Procurement:
    - Submittals
    - Shop Drawing Approval (if applicable)
    - Fabrication and Delivery
  - iii.) Construction schedule including critical milestone dates:
  - iv.) Construction sequence, phasing, interface with other construction, and operations
  - v.) Startup
  - vi.) Commissioning
  - vii.) Closeout
- d. The CONSULTANT shall prepare the DRR per FAA Central Region AIP Sponsor Guide, Section 920. The DRR shall include the following at a minimum:
- i.) Description of work (including AIP participation limits)
  - ii.) Listing of applicable design standards
  - iii.) Design Considerations for airport Operational Safety
  - iv.) Summary of the design computations
  - v.) Justification for selection of design materials
  - vi.) Life Cycle Analysis (if applicable)
  - vii.) Summary of preliminary project budget
  - viii.) Identification of modifications to FAA standards.

The DRR should follow the recommended outline.

- i.) General Scope of Project
- ii.) Photographs
- iii.) Design Advisory Circulars
- iv.) Design Standards
- v.) Non-AIP work
- vi.) Airport operational safety
- vii.) Site Conditions
- viii.) Pavement Design
- ix.) Material Availability
- x.) Pavement Marking
- xi.) Lighting
- xii.) Signage
- xiii.) Miscellaneous Work Items
- xiv.) FAA Owned Facilities

- xv.) Utility Lines
  - xvi.) Engineer's Estimate
  - xvii.) Project Budget including funding splits between KANG/FAA/MTAA
  - xviii.) Sponsor Modifications to Standards
  - xix.) DBE participation
  - xx.) Pre-design meeting minutes
8. Final pavement profile and grading transition contours at intersecting runways and taxiways.
9. Final design and details of associated items related to the completion of this project:
- b. Pavement Removal & Reconstruction Limits
  - c. Typical Sections
  - d. Pavement Markings
  - e. Seeding, Mulching, and Fertilizing Limits
10. Final design and details associated with removal of the existing MITL and installation of a new MITL, per FAA design criteria and standards.
11. It is anticipated that there is no FAA-owned NAVAID equipment to be removed or moved/relocated as part of this project. Coordination with the FAA regarding power feeds for Vertical Approach Slope Indicators (VASIs) and Runway End Indicator Lights (REILs) associated with the Runway 3 approach will be required. Due to the realignment of Taxiway Alpha, the power supply unit for the REILs (and VASIs) may need to be relocated outside of the taxiway object free area of the realigned taxiway.
12. It is anticipated that the project design and construction documents will be developed such that the project is designed and bid as one project. The construction of the project will take place during one construction season (2024). Final construction phasing and maintenance of traffic will be based upon a preliminary phasing meeting to be held during the preliminary design stages of the project and the understanding between stakeholders as to which phasing scheme to use for the project. Included in this effort will be to chair two stakeholder meetings to discuss the proposed and final construction safety and phasing plan. CONSULTANT shall prepare a formal, final Construction Safety Phasing Plan (CSPP) document to be included in the contract documents for the bid set and contractor. CONSULTANT shall prepare a Construction Safety and Phasing Plan (CSPP) for review and comment by the MTAA and the Federal Aviation Administration. CSPP shall be developed per FAA AC 150/5370-2G.
- As part of the production of the CSPP, the CONSULTANT shall prepare the FAA 7460-1 forms required for outlining the proposed access routes to the project site and on-field staging areas.
13. For this project, a Safety Risk Assessment (SRA) will not be conducted with the FAA Airports Division facilitating the meetings. CONSULTANT shall lead an SRA with project

stakeholders as part of the CSPP meetings to gain stakeholders' input and "buy-in" on the phasing and safety requirements of the construction documents.

14. Final preparation and production of construction plans and (front end/technical) specifications for purposes of bidding, and preparation of estimates of probable construction costs. The construction cost estimates will be based on the CONSULTANT's professional's experience and judgment and shall be deemed to represent the CONSULTANT's opinion. CONSULTANT has no control over the cost of labor, material, equipment, and other relevant factors that could influence the ultimate construction costs. Thus, CONSULTANT does not guarantee that the actual facility cost will be the same as CONSULTANT's estimate of probable construction cost or that construction costs will not vary from its opinions of probable cost.
15. Assist the MTAA with the tracking of MTAA and FAA funding (and KANG, if applicable) agency share items.
16. Assistance with Bidding includes advertising the project, opening the project bids, analysis of the bids, and a recommendation for the award of the contract by the MTAA Board of Directors. Documents used for bid advertisement shall consist of construction drawings and the project manual (front end and technical specifications) for distribution in a PDF format to prospective bidders. Printed materials will be made available to prospective bidders at a local print shop of CONSULTANT's selection at a cost to the prospective bidders.

The services provided in this agreement provide bid phase services for one bid advertisement, one bid opening, one bid analysis, and one bid recommendation. Should additional bid openings be required, the services provided for these additional bid openings shall be considered additional work and require supplement fee agreements to provide for these additional work services.

17. Listing of Applicable FAA Advisory Circulars

The following listing of FAA Advisory Circulars (or the version of the Advisory Circulars listed below that is in effect as of the date of this agreement) shall be the Advisory Circulars used to produce the design of the project work.

Modifications or changes to work developed per the listed or the Advisory Circulars in effect as of the date of this agreement may constitute additional work if required by subsequent revisions to these Advisory Circulars. If it is determined that revisions in Advisory Circulars issued after the effective date of this agreement require modifications or changes to the work, the CONSULTANT shall notify MTAA as soon as possible for purposes of negotiating the fees associated with the relevant additional work.

AC NUMBER	DATE	DESCRIPTION
150/5300-13B	08-19-2022	Airport Design
150/5300-16B	07-07-2019	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5320-5D	08-14-2013	Airport Drainage Design
150/5320-6G	07-07-2021	Airport Pavement Design and Evaluation
150/5340-1M	05-10-2019	Standards for Marking Airfield Pavements
150/5340-18G	05-09-2019	Standards for Airport Sign Systems
150/5340-30J	02-11-2018	Design and Installation Details for Airport Visual Aids
150/5345-3G	09-28-2010	Specification for L-821, Panels for Control to Airport Lighting
150/5345-7F	08-18-2013	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	11-04-2014	Specification for Constant Current Regulators and Regulator Monitors
150/5345-26E	12-15-2021	FAA Specification for L-823 Plug and Receptacle, Cable Connectors
150/5345-42J	09-11-2019	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-46E	03-01-2016	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	07-21-2011	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-53D	09-25-2012	Airport Lighting Equipment Certification Program (& Addendum)
150/5345-55A	06-26-2007	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	09-28-2011	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5370-2G	12-12-2017	Operational Safety on Airports during Construction
150/5370-10H	12-20-2018	Standards for Specifying Construction of Airports
150/5370-12B	09-13-2015	Quality Management for Federally Funded Airport Construction Projects

18. Listing of Potential Sheets in the Construction Drawings (may not be inclusive)

SHEET	DESCRIPTION	SHEET	DESCRIPTION
1	Cover Sheet	29-31	Drainage Profiles
2	Index, Legend, and Abbreviations	32-33	Drainage Details
3-7	Quantities Sheets	34-36	Erosion & Sediment Control Plans
8	Survey Control Sheet	37	Erosion & Sediment Control Details
9	CSPP Overview	38	Joint Layout/Elevation Plans
10	Safety Notes	39	Joint / Pavement Details
11-13	Phasing Plans	40-42	Pavement Marking Plans
14-15	Phasing Details	43-44	Pavement Marking Details
16-18	Existing Conditions Sheets	45-47	Cross Sections
19-21	Demolition Plans	48	Electrical Legend, Symbols, and Notes
22-24	Plan & Profile	49-51	Electrical Demolition Plans
25	Typical Pavement Sections	52-54	Electrical Plans
26-28	Grading & Drainage Plans	55-56	Electrical Details

**III. Project Schedule:**

CONSULTANT shall complete this project per the schedule provided in Exhibit TO-X-B, Schedule, based on the MTAA's Notice to Proceed (NTP) to the CONSULTANT:

If NTP is delayed or the project must be temporarily shut down due to winter weather conditions, MTAA and CONSULTANT may need to negotiate for additional fees and revise the project schedule.

**IV. Project Sustainability Initiatives:**

- A. The CONSULTANT shall utilize electronic correspondence and electronic documents when communicating or transferring information between the CONSULTANT, the MTAA, and certain project stakeholders. Information/documentation exchanged shall include, but is not limited to, project-related materials such as project memorandum and correspondence, required project submittals, review comments and disposition, and the project quality control program and checks.
- B. The overall purpose of the use of electronic media shall be to minimize the need for the printing of hardcopy materials (unless specifically required by this Agreement), to facilitate timely exchange and reviews of project-related materials, and provide a comprehensive record of the project design activities.

**V. Project Deliverables:**

- A. CONSULTANT shall submit two sets each at the 50% and 90% level of construction drawings, front end, and technical specifications, the CSPP, and the Engineer's Report on Design for FAA review and comment.
- B. CONSULTANT shall submit two sets each of a final (100% level) of construction drawings, front end, and technical specifications, the CSPP, and the Engineer's Report on Design for purposes of documenting the final design and advertising for bidding. CONSULTANT and MTAA can only advertise for bidding upon addressing in writing each of FAA's comments on 90% submittal to the FAA's satisfaction and receiving in writing approval from the FAA to advertise.
- C. CONSULTANT shall pay for all reproduction, printing, and distribution cost associated with progress submissions. The MTAA shall arrange for and pay all costs associated with printing the documents required for the advertisement of the project for bidding purposes.

**VI. Progress Meetings & Reports:**

CONSULTANT shall submit bi-weekly progress reports, preferably single-page summaries, to the MTAA. Progress reports will document decisions made and work progress during the period, work scheduled for the next period, problems, and open issues. The overall project schedule will be updated bi-weekly and submitted as part of the progress reports.

**VII. Meetings and Presentations:**

- A. CONSULTANT shall attend periodic design and coordination meetings (three meetings maximum) and shall attend and chair formal design review meetings for the project-specific milestone submittals (50%, and 90% review). CONSULTANT shall also make presentations of project design information, cost, schedules, etc., to appropriate persons or groups, including outside and/or oversight agencies (two meetings maximum). CONSULTANT shall take notes and distribute draft minutes of all presentations and meetings for review, address comments received, and distribute final minutes for each meeting or presentation within five working days to maintain the effectiveness of the effort and the schedule of the project.
- B. Throughout the design phase of work, it is anticipated that a formal bi-weekly project coordination meeting shall be held at the MTAA's offices or the project site. The CONSULTANT's Project Manager and/or his/her designee(s) shall attend 10 maximum number of meetings (in total) as required by the MTAA.

**VIII. Document Archiving:**

- A. The CONSULTANT shall prepare Final Design Services documents for archiving. Items to be archived include but are not limited to, correspondence and minutes. CONSULTANT shall also review all documents for project closeout for content and elimination of duplicates. Items previously included in submissions are not required to be re-submitted.



- B. Items shall be archived on an electronic disk (CD or DVD), containing the original documents in their appropriate format, that is, ".docx", ".xlsx", or ".mpp" and all documents in ".pdf" format. All pages in the ".pdf" format files shall be orientated correctly so that they can be read upon opening. File sizes of the ".pdf" format files should be minimized as much as possible for easier download and viewing. Typical file sizes should not exceed 2 MB per file. Files should be generated from the electronic source files versus scanned images from a hard copy, when possible.

**IX. Sub-consultants:**

CONSULTANT may utilize the services of the subconsultants listed for the corresponding services:

FIRM NAME	NATURE OF SERVICES
Bartlett and West	Topographic Survey Services
Geotech Services - TSi, LLC	Geotechnical Subsurface Soil Exploration Services

- A. Sub-consultant, Bartlett and West will provide topographic survey services as defined in this agreement.
- B. Sub-consultant Geotech Services – TSi Geotechnical, LLC will provide soil and pavement coring and testing services and geotechnical engineering as defined in this agreement.

**END OF SCOPE OF SERVICES - DESIGN SERVICES**

ID	Task Name	Duration	Start	Finish	PrResource Names	Gantt Chart																										
						Qtr 4, 2022	Qtr 1, 2023	Qtr 2, 2023	Qtr 3, 2023	Qtr 4, 2023	Qtr 1, 2024	Qtr 2, 2024	Qtr 3, 2024	Qtr 4, 2024																		
						Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1	NTP for Design	0 days	10/18/2022	10/18/2022		◆ 10/18																										
2	Survey	24 days	10/18/2022	11/18/2022		■																										
3	Geotechnical Investigation	24 days	10/18/2022	11/18/2022		■																										
4	50% Design Task	60 days	10/18/2022	1/9/2023		■																										
5	FAA Review	12 days	1/9/2023	1/24/2023		■ ■																										
6	90% Design	61 days	1/9/2023	4/3/2023		■																										
7	MTAA/Stakeholder Review	6 days	4/3/2023	4/10/2023		■ ■																										
8	100% Complete	16 days	4/10/2023	5/1/2023		■																										

Project: FOE TWY A-D Schedule Date: 10/12/2022	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

**DERIVATION OF CONSULTANT PROJECT COSTS**

**TOPEKA REGIONAL AIRPORT  
TOPEKA, KANSAS  
AIP 3-20-0113-046-2023  
BIL - AIG 3-20-0113-047-2023  
Taxiway Alpha-Delta Reconstruction - Design Services  
FEE PROPOSAL  
October 13, 2022**

**1 DIRECT SALARY COSTS:**

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR *</u>	<u>COST (\$)</u>	
Principal	70	\$105.56	\$7,389.53	4.9%
Technical Advisor	64	\$111.42	\$7,130.57	4.8%
Civil QA/QC	84	\$63.39	\$5,324.44	3.6%
Project Manager	542	\$50.39	\$27,284.89	18.3%
Senior Civil Engineer	568	\$54.47	\$30,936.92	20.7%
Senior Civil Engineer	180	\$57.17	\$10,289.70	6.9%
Junior Civil Engineer	810	\$35.70	\$28,916.84	19.4%
Senior Electrical Engineer	236	\$74.42	\$17,562.53	11.8%
Junior Electrical Engineer	240	\$33.37	\$8,009.28	5.4%
Electrical QA/QC	40	\$109.97	\$4,398.92	2.9%
Admin / Accounting	40	\$54.08	\$2,163.00	1.4%
	2,874			100.0%
Total Direct Salary Costs				= \$149,406.62

\* Adjusted for 2022/2023 Salary Average

**2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:**

Percentage of Direct Salary Costs @ 140.00 % = \$209,169.27

**3 SUBTOTAL:**

Items 1 and 2 = \$358,575.89

**4 PROFIT:**

= \$53,786.38

Subtotal \$412,362.27

**5 OUT-OF-POCKET EXPENSES:**

a. Mileage	4840 miles	\$0.585 / Mile =	\$2,831.40	
b. Airfare	3 Each	\$600.00 / Each =	\$1,800.00	
c. Meals	42 Each	\$18.00 / Each =	\$756.00	
d. Motel	7 Each	\$150.00 / Each =	\$1,050.00	
e. Misc. Equipment	0 Each	\$1,000.00 / Each =	\$0.00	
f. Rental Vehicles	5 Each	\$110.00 / Each =	\$550.00	
g. Shipping	10 Each	\$75.00 / Each =	\$750.00	
h. Other Direct Costs	1 Each	\$500.00 / Each =	\$500.00	
i. Printing	7 Each	\$414.00 / Each =	\$2,898.00	
Total Out-of-Pocket Expenses				= \$11,135.40

**6 SUBCONTRACT COSTS:**

a. Geotech Services - Tsi	=	\$20,008.00
c. Bartlett & West, Inc. (Surveys)	=	\$20,040.00
Total Subcontract Costs		= \$40,048.00

**7 MAXIMUM TOTAL FEE:**

Items 1, 2, 3, 4, 5 and 6 = \$463,545.67 Lump Sum

**USE \$463,500.00 LUMP SUM**

**EXHIBIT TO-10-C1  
TOPEKA REGIONAL AIRPORT  
TOPEKA, KANSAS  
AIP 3-20-0113-046-2023  
AIP 3-20-0113-047-2023  
Taxway Alpha-Delta Reconstruction - Design Services  
MANHOOR DERIVATION  
October 13, 2022**

Classification:	Koppell Principal	Parke Technical Advisor	Schauer Civil/EA/OC	Stuber Project Manager	Meyerd Senior Civil Engineer	Unzicker Senior Civil Engineer	Das Junior Civil Engineer	Rosen Senior Electrical	Leslie Junior Electrical	Reilly Electrical O&OC	Carson Admin / Accounting
Gross Hourly Rate:	\$291.27 AV St. Louis	\$307.42 AV Dallas	\$174.89 AV St. Louis	\$139.03 CIV Lenexa	\$150.28 CIV	\$157.73 AV Dallas	\$98.50 AV Dallas	\$205.33 ELEC St. Louis	\$92.08 ELEC St. Louis	\$303.44 ELEC St. Louis	\$149.20 ADMIN
<b>A. BASIC SERVICES</b>											
<b>1. Project Administration (Five Months)</b>											
1.1. Coordination with Owner/FAA	10	0	0	20	20	0	0	10	0	0	0
1.2. Project Management	0	0	0	20	0	0	0	0	0	0	0
1.3. Bi-Weekly Meetings with Client	32	32	0	32	32	0	0	40	0	0	0
1.4. Monthly Progress Reports to Client	5	0	0	10	5	0	0	0	0	0	5
1.5. Project Financial Management	5	0	0	10	5	0	0	0	0	0	5
1.6. Traveling	0	0	0	8	0	0	0	0	0	0	10
Total hours =	301	52	32	100	67	0	0	50	0	0	40
Total =	\$85,190.21	\$15,146.23	\$9,837.31	\$0.00	\$13,902.82	\$0.00	\$0.00	\$10,266.62	\$0.00	\$0.00	\$5,968.14
<b>2. Basic Project Development</b>											
2.1. Survey	0	0	0	40	0	0	0	0	0	0	0
2.2. Geotechnical	0	0	0	40	0	0	0	0	0	0	0
2.3. Project Base Map Development	0	0	0	8	0	0	0	0	0	0	0
2.4. IFC for CDDES to RDCS	0	0	0	4	0	0	0	0	0	0	0
2.5. Quality Control	0	0	0	0	0	0	0	0	0	0	0
Total =	100	0	0	92	0	0	0	0	0	0	0
Total =	\$15,392.11	\$0.00	\$0.00	\$1,399.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>3. 50% Documents</b>											
3.1. Cover Sheet (1 Sheet)	0	0	0	1	2	0	4	0	0	0	0
3.2. Title, Legend, and Abbreviations (1 Sheet)	0	0	0	1	2	0	4	0	0	0	0
3.3. Quarters Sheets (5 Sheets)	0	0	0	5	10	0	20	0	0	0	0
3.4. Survey Control Sheet (1 Sheet)	0	0	0	2	4	0	8	0	0	0	0
3.5. CIPP Overview (1 Sheet)	0	0	0	2	8	0	16	0	0	0	0
3.6. Safety Joints (1 Sheet)	0	0	0	2	8	0	16	0	0	0	0
3.7. Finishing Plans (3 Sheets)	0	0	0	6	12	0	24	0	0	0	0
3.8. Finishing Details (2 Sheets)	0	0	0	4	8	0	16	0	0	0	0
3.9. Finishing Conditions Sheets (3 Sheets)	0	0	0	6	12	0	24	0	0	0	0
3.10. Demolition Plans (3 Sheets)	0	0	0	6	8	0	16	0	0	0	0
3.11. Plan & Profile (3 Sheets)	0	0	0	6	16	0	32	0	0	0	0
3.12. Typical Pavement Sections (1 Sheet)	0	0	0	2	8	0	16	0	0	0	0
3.13. Grading & Drainage Plans (3 Sheets)	0	0	0	6	16	0	32	0	0	0	0
3.14. Drainage Profiles (3 Sheets)	0	0	0	6	16	0	32	0	0	0	0
3.15. Drainage Details (2 Sheets)	0	0	0	4	16	0	32	0	0	0	0
3.16. Erosion & Sediment Control Plans (3 Sheets)	0	0	0	6	12	0	24	0	0	0	0
3.17. Erosion & Sediment Control Details (1 Sheet)	0	0	0	2	8	0	16	0	0	0	0
3.18. Joint Layout/Erosion Plans (1 Sheet)	0	0	0	2	4	0	8	0	0	0	0
3.19. Joint/Pavement Details (1 Sheet)	0	0	0	2	8	0	16	0	0	0	0
3.20. Pavement Marking Plans (1 Sheet)	0	0	0	6	12	0	24	0	0	0	0
3.21. Pavement Marking Details (2 Sheets)	0	0	0	4	8	0	16	0	0	0	0
3.22. Cross Sections (3 Sheets)	0	0	0	3	12	0	24	0	0	0	0
3.23. Electrical Legend, Symbols, and Notes (1 Sheet)	0	0	0	2	8	0	16	0	0	0	0
3.24. Electrical Demolition Plans (3 Sheets)	0	0	0	6	8	0	12	0	24	0	0
3.25. Electrical Plans (3 Sheets)	0	0	0	6	0	0	12	0	24	0	0
3.26. Electrical Details (2 Sheets)	0	0	0	4	0	0	8	0	16	0	0
3.27. Pre-Im. Quantity Development	0	0	0	8	16	0	24	0	12	0	0
3.28. Pre-Im. Cost Estimate	0	0	0	8	4	0	2	0	4	0	0
3.29. Engineer's Report	0	0	0	32	16	0	16	0	0	0	0
3.30. Const. Safety Development Plan	0	0	0	16	16	0	8	0	4	0	0
3.31. Pavement Design/CCA/Report	0	0	0	0	0	140	0	0	0	0	0
3.32. FAA Form 7460-10	0	0	0	8	4	0	8	0	0	0	0
3.33. Quality Control	4	16	40	174	266	140	462	72	90	20	0
Total hours =	1,284	4	40	174	266	140	462	72	90	20	0
Total =	\$173,976.25	\$1,168.09	\$4,918.66	\$6,995.60	\$24,191.08	\$39,975.39	\$22,082.11	\$45,608.25	\$14,783.93	\$9,287.19	\$6,068.74
<b>4. 90% Documents</b>											
4.1. Cover Sheet (1 Sheet)	0	0	0	0	1	0	2	0	0	0	0
4.2. Title, Legend, and Abbreviations (1 Sheet)	0	0	0	0	1	0	2	0	0	0	0
4.3. Quarters Sheets (5 Sheets)	0	0	0	2	5	0	10	0	0	0	0
4.4. Survey Control Sheet (1 Sheet)	0	0	0	1	2	0	4	0	0	0	0
4.5. CIPP Overview (1 Sheet)	0	0	0	1	4	0	8	0	0	0	0
4.6. Safety Joints (1 Sheet)	0	0	0	1	4	0	8	0	0	0	0
4.7. Finishing Plans (3 Sheets)	0	0	0	3	6	0	12	0	0	0	0
4.8. Finishing Details (2 Sheets)	0	0	0	2	4	0	8	0	0	0	0
4.9. Finishing Conditions Sheets (3 Sheets)	0	0	0	3	6	0	12	0	0	0	0
4.10. Demolition Plans (3 Sheets)	0	0	0	3	4	0	8	0	0	0	0
4.11. Plan & Profile (3 Sheets)	0	0	0	3	8	0	16	0	0	0	0
4.12. Typical Pavement Sections (1 Sheet)	0	0	0	1	4	0	8	0	0	0	0

**EXHIBIT TO-10-C1  
TOPEKA REGIONAL AIRPORT  
TOPEKA, KANSAS  
AIP 3-20-0113-048-2023  
AIP 3-20-0113-047-2023  
Taxway Alpha-Delta Reconstruction - Design Services  
MANHOOR DERIVATION  
October 13, 2022**

Classification:	Kuchuk Principal	Perer Technical Advisor	Schmer Civil QA/QC	Stalbaum Project Manager	Mynard Senior Civil Engineer	Unzicker Senior Civil Engineer	Das Junior Civil Engineer	Roseman Senior Electrical	Lesie Junior Electrical	Rely Electrical QA/QC	Carlem Admin / Accounting
Gross Hourly Rate:	\$291.27 AV \$1.00/SL Leads	\$307.42 AV Dobbs	\$174.89 AV \$1.00/SL Leads	\$139.03 CIV Lemera	\$150.28 CIV	\$157.73 AV Dobbs	\$98.50 AV Dobbs	\$205.33 ELEC \$1.00/SL Leads	\$92.08 ELEC \$1.00/SL Leads	\$303.44 ELEC \$1.00/SL Leads	\$149.20 ADMIN
4.13 Grading & Drainage Plans (3 Sheets)	0	0	0	3	8		15	0	0	0	0
4.14 Drainage Profiles (3 Sheets)	0	0	0	3	8		15	0	0	0	0
4.15 Drainage Details (2 Sheets)	0	0	0	2	8		15	0	0	0	0
4.16 Erosion & Sediment Control Plans (2 Sheets)	0	0	0	3	6		12	0	0	0	0
4.17 Erosion & Sediment Control Details (1 Sheet)	0	0	0	1	4		8	0	0	0	0
4.18 Joint Layout/Revision Plans (1 Sheet)	0	0	0	1	2		4	0	0	0	0
4.19 Joint Payment Detail (1 Sheet)	0	0	0	1	4		8	0	0	0	0
4.2 Pavement Marking Plans (3 Sheets)	0	0	0	3	6		12	0	0	0	0
4.21 Pavement Marking Details (2 Sheets)	0	0	0	2	4		8	0	0	0	0
4.22 Cross Sections (3 Sheets)	0	0	0	2	6		12	0	0	0	0
4.23 Electrical Legend, Symbols and Notes (1 Sheet)	0	0	0	1	0		0	2	4	0	0
4.24 Electrical Panel/Icon Plans (3 Sheets)	0	0	0	3	0		0	6	12	0	0
4.25 Electrical Plans (3 Sheets)	0	0	0	3	0		0	6	12	0	0
4.26 Electrical Details (4 Sheets)	0	0	0	2	0		0	4	8	0	0
4.27 Pavement Details/CA Report	0	0	0	2	0	43					
4.28 90% Quantity Development	0	0	0	8	15		24	8	12	0	0
4.29 90% Cost Estimate	0	0	0	8	2		4	2	0	0	0
4.3 90% Specifications	0	0	0	8	15		24	8	12	0	0
4.31 Quality Control	4	8	24	0	0		0	0	0	12	0
4.32 Final Engineer's Report	0	0	0	32	16		0	16	0	0	0
Total hours =	727	4	8	24	106	157	40	260	64	62	12
Total =	\$98,442.01	\$1,165.09	\$2,459.33	\$4,197.48	\$14,667.58	\$23,594.50	\$6,309.18	\$25,610.70	\$11,087.95	\$5,708.95	\$3,641.25
5. 100% (IFC) Documents											
5.1 Response to FAA Comments	0	0	0	16	16		8	16	8	0	0
5.2 100% Final Plans	0	0	0	8	16	0	32	16	32	0	0
5.3 100% Final Specifications	0	0	0	8	16		32	16	32	0	0
5.4 Submittal Final Plans	0	0	0	2	4		8	4	8	0	0
5.5 Quality Control	4	4	8	0	0		0	0	0	4	0
Total hours =	316	4	4	8	34	52	0	60	52	60	4
Total =	\$43,473.29	\$1,165.09	\$1,229.66	\$1,399.16	\$4,726.99	\$7,614.74	\$0.00	\$7,880.22	\$10,677.28	\$7,366.39	\$1,213.75
6. Bid Process											
6.1 Bid Advertisement	2	0	0	8	4						
6.2 Pre Bid Conference	0	0	0	8	4						
6.3 Addenda (if needed)	0	0	0	8	4						
6.4 Bid Opening	0	0	0	4	4						
6.5 Bid Analysis	0	0	0	4	4						
6.6 Bid Recommendation of Award	2	0	0	4	2						
6.7 Grant Applications	0	0	0	0	0						
6.8 Quality Control	2	4	4	4	4						
Total hours =	96	6	4	4	36	18	0	8	8	8	4
Total =	\$15,768.11	\$1,747.64	\$1,229.66	\$699.58	\$5,005.05	\$2,705.10	\$0.00	\$768.02	\$1,642.66	\$736.64	\$1,213.75
<b>PART A SUBTOTAL =</b>	<b>\$412,241.97</b>										
<b>B. SPECIAL SERVICES</b>											
Special Services	0	0	0	0	0	0	0	0	0	0	0
Total =	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PART B SUBTOTAL =</b>	<b>\$0.00</b>										
<b>GRAND TOTAL =</b>	<b>\$412,241.97 WSP Hourly Costs Only (Does not include expenses or subconsultants)</b>										

NOTE: NO HOURS HAVE BEEN ALLOCATED FOR PUBLIC HEARING

Q/HD Rate	Employee Classification	139.93	Kuchuk Principal	Perer Technical Advisor	Schmer Civil QA/QC	Stalbaum Project Manager	Mynard Senior Civil Engineer	Unzicker Senior Civil Engineer	Das Junior Civil Engineer	Roseman Senior Electrical Engineer	Lesie Junior Electrical Engineer	Rely Electrical QA/QC	Carlem Admin / Accounting
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EXHIBIT TO-10-C1  
 TOPEKA REGIONAL AIRPORT  
 TOPEKA, KANSAS  
 AIP 3-20-0113-046-2023  
 AIP 3-20-0113-047-2023  
 Taxiway Alpha-Delta Reconstruction - Design Services  
 MANHOUR DERIVATION  
 October 13, 2022

Classification:	Kuchel Principal	Pinar Technical Advisor	Scherer Civil CA/QC	Balchman Project Manager	Maynard Senior Civil Engineer	Uncker Senior Civil Engineer	Das Junior Civil Engineer	Roseman Senior Electrical	Leib Junior Electrical	Reilly Electrical CA/QC	Carlen Admin / Accounting
Gross Hourly Rate:	\$291.27 AV St. Louis	\$307.42 AV Dallas	\$174.89 AV St. Louis	\$139.03 CV Lenexa	\$150.28 CV	\$167.73 AV Dallas	\$98.50 AV Dallas	\$205.33 ELEC St. Louis	\$92.08 ELEC St. Louis	\$303.44 ELEC St. Louis	\$149.20 ADMIN
Base Hourly Rate	102.49	108.17	61.64	49.92	52.88	55.50	34.66	72.25	32.40	105.77	52.60
Adjustment Factor (1 year)	103.0%	103.0%	103.0%	103.0%	103.0%	103.0%	103.0%	103.0%	103.0%	103.0%	103.0%
Escalated Hourly Rate	105.56	111.42	63.39	50.39	54.47	57.17	35.70	74.42	33.37	109.97	54.08
Total Hours	70	64	84	542	568	160	810	238	240	40	40
FTE (6 mos)	8.1%	7.4%	9.7%	62.5%	65.6%	20.8%	93.5%	27.2%	27.7%	4.6%	4.6%
	\$20,389.15 4.9%	\$19,674.62 4.8%	\$14,691.17 3.6%	\$75,284.32 18.3%	\$85,360.98 20.7%	\$28,391.29 6.9%	\$79,787.19 19.4%	\$48,458.45 11.8%	\$22,099.17 5.4%	\$12,137.49 2.9%	\$5,968.14 1.4%

# Activity Report



## Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Sep-22	Sep-21	Sep-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Sept	Calendar Yr Totals	Y-T-D Through Sept	Calendar Yr Totals
Air Carrier	12	3	13	179	71	190	68	87
Air Taxi	27	61	27	411	295	454	274	359
Itinerant General	781	712	828	5,832	6,226	7,806	4,667	6,349
Itinerant Military	512	383	473	3,836	3,772	4,917	4,411	5,778
Local Civil	364	339	156	1,713	2,112	2,629	981	1,602
Local Military	910	493	436	7,398	9,857	12,018	6,164	8,543
GRAND TOTAL	2,606	1,991	1,933	19,369	22,333	28,014	16,565	22,718

PASSENGER ACTIVITY	Sep-22	Sep-21	Sep-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Sept	Calendar Yr Totals	Y-T-D Through Sept	Calendar Yr Totals
<b>COMMERCIAL SERVICE</b>								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
<b>CHARTERS</b>								
Passengers Enplaned	655	438	152	2,112	857	1,649	2,227	2,524
Passengers Deplaned	497	436	160	1,617	950	1,955	2,189	2,456
Aircraft Landed	6	6	-	55	34	47	56	60
<b>MILITARY CHARTERS</b>								
Passengers Enplaned	514	276	127	4,817	6,698	7,493	277	519
Passengers Deplaned	940	-	-	7,445	749	3,180	83	83
Aircraft Landed	5	7	12	74	92	112	17	18
Combined Total Passengers Enplaned	1,169	714	279	6,929	7,555	9,142	2,504	3,043
Combined Total Passengers Deplaned	1,437	436	160	9,062	1,699	5,135	2,272	2,539



## Billard Airport

TOP FAA TOWER OPERATIONS	Sep-22	Sep-21	Sep-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Sept	Calendar Yr Totals	Y-T-D Through Sept	Calendar Yr Totals
Air Carrier	0	0	0	7	2	3	0	0
Air Taxi	166	134	61	1,109	678	1,018	586	779
Itinerant General	1,122	1,000	1,320	8,021	8,910	11,724	8,355	11,562
Itinerant Military	111	35	42	614	320	462	345	484
Local Civil	654	612	926	4,164	4,178	6,028	4,790	6,764
Local Military	0	4	6	12	110	120	144	154
GRAND TOTAL	2,053	1,785	2,355	13,927	14,198	19,355	14,220	19,743

**DELINQUENT ACCOUNTS  
AS OF SEPTEMBER 30, 2022**

NAME OF BUSINESS		TOTAL PAST DUE	SEPTEMBER CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION			
								T	L	A	L
								E	R	G	G
								L	R	R	L
<b>TOPEKA REGIONAL BUSINESS CENTER:</b>											
<b>- CURRENT TENANTS -</b>											
ADVANCE STREET ROD DESIGN	RENT/FC	\$15,417.18	\$2,500.71	\$2,499.22	\$2,462.29	\$2,431.91	\$5,523.05	X	X		
BRACKETT INC.	RENT/FC	\$27,073.64	\$4,676.50	\$4,521.94	\$4,455.12	\$4,453.08	\$8,967.00	X	X		
F & L ENTERPRISES INC	RENT/FC	\$2,402.04	\$2,395.90	\$0.00	\$6.14	\$0.00	\$0.00	X	X		
MARK A. LEWIS DBA MLEWIS	RENT/FC	\$685.19	\$685.19	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT CORP	RENT	\$35,003.79	\$4,522.84	\$450.46	\$443.35	\$437.25	\$29,149.89	X	X		X
<b>SUBTOTAL</b>		<b>\$80,581.84</b>	<b>\$14,781.14</b>	<b>\$7,471.62</b>	<b>\$7,366.90</b>	<b>\$7,322.24</b>	<b>\$43,639.94</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>											
ATLAS AIR INC	LANDING FEES	\$475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00	X	X		
EASTERN AIRLINES LLC	LANDING FEES	\$7,420.00	\$1,900.00	\$2,850.00	\$0.00	\$0.00	\$2,670.00	X	X		
ELITE AIRWAYS	LANDING FEES	\$224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$224.00	X	X		
MIAMI AIR INTERNATIONAL INC	LANDING FEES	\$2,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.00	X	X		X
NATIONAL AIR LINES	LANDING FEES	\$5,002.00	\$2,823.00	\$2,179.00	\$0.00	\$0.00	\$0.00	X	X		
RVR AVIATION	LANDING FEES	\$86.18	\$0.00	\$0.00	\$0.00	\$0.00	\$86.18	X	X		
<b>SUBTOTAL</b>		<b>\$15,635.18</b>	<b>\$4,723.00</b>	<b>\$5,029.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,883.18</b>				
<b>PHILIP BILLARD:</b>											
BILLARD AIRPORT RESTAURANT	RENT/FC	\$1,235.42	\$1,235.42	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
<b>SUBTOTAL</b>		<b>\$1,235.42</b>	<b>\$1,235.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>WATER &amp; SEWER:</b>											
MLEWIS - BLDG 248	WATER/FC	\$119.20	\$119.20	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
RURAL DEVELOPMENT - BLDG 281	WATER/FC	\$240.07	\$120.93	\$119.14	\$0.00	\$0.00	\$0.00	X	X		
MLEWIS - BLDG 629	WATER/FC	\$119.14	\$119.14	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
GRANDMOTHERS	WATER/FC	\$338.35	\$338.35	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
<b>SUBTOTAL</b>		<b>\$816.76</b>	<b>\$697.62</b>	<b>\$119.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>GRAND TOTALS</b>		<b>\$98,269.20</b>	<b>\$21,437.18</b>	<b>\$12,619.76</b>	<b>\$7,366.90</b>	<b>\$7,322.24</b>	<b>\$49,523.12</b>				

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