



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

Board of Directors

MTAA Board Meeting 3:00 PM

Tuesday, November 19, 2019

MTAA Administrative Office – Board Room

6510 SE Forbes Ave., Building #620

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

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of October 15, 2019.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Election of Officers for December 2019 through November 2020.
6. Consider Resolution No. 19-268 for Authorization of Depository Signatures; and Resolution No. 19-269 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions.

INFORMATION ONLY ITEMS:

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



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

Board of Directors

Metropolitan Topeka Airport Authority October 15, 2019

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: Tom Moses, Mike Wilson, Neil Dobler and Lisa Stubbs. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Walt Frederick of Million Air – Topeka
- Dave Lewis of LMC Inc.
- Robert Zibell of Rural Development Corporation
- Lois Kruse Zibell of Rural Development Corporation
- Lee Schick of Shawnee County Parks & Recreation
- Col. J.T. O'Grady, MTAA Police & Fire Dept.
- Maj. Greg Dunn, MTAA Police & Fire Dept.
- Rod Niehaus, MTAA Maintenance
- Timothy Resner of Frieden & Forbes, LLP – Legal Counsel to the Board

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

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. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of September 17, 2019.

Chairman Wright asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of September 17, 2019 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 September 17, 2019. Mr. Dobler 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 Robert Zibell of Rural Development Corporation had requested to address the Board.

Robert Zibell, President of Rural Development Corporation, expressed his desire for the Board's consideration of extending his recently-expired lease on the property located at 6800 SE Forbes Ave. (Bldg. #624). Mr. Zibell provided the Board with a handout outlining his years of tenancy with the MTAA.

The Board of Directors declined taking action.

Item 4. Adopt the Agenda.

Chairman Wright inquired if there were any changes to the Agenda as presented. **Mr. Moses made a motion to adopt the Agenda as presented. Mr. Wilson seconded the motion. Motion carried.**

ACTION ITEMS:

Item 5. Consider Bids on Topeka Regional Airport Restroom Renovation Project.

Mr. Johnson reported that as approved during the July meeting of the MTAA Board of Directors, staff has been working with HTK Architects, Inc. (HTK) to develop plans for bidding the construction of restrooms in the terminal building's secured lounge by utilizing the space currently identified as the women's restroom located at the North-west portion of the main lobby as well as the adjacent hallways.

The bid opening was held at 10:00 a.m. on October 10, 2019 with a total of six (6) interested bidders. The apparent low bid of \$186,269.00 was offered by Shirley Construction. HTK is reviewing the bids to ensure accuracy. This bid is slightly more than the estimate initially provided to the Board. Additional work was discovered during design to effectively address security concerns and provide for emergency egress from the sterile area of the Terminal building. Construction is estimated to take 120 days.

Mr. Johnson requested the Board to approve the bid provided by Shirley Construction for \$186,269.00.

Mr. Dobler made a motion to accept the low bid of One Hundred Eighty-six Thousand Two Hundred Sixty-nine Dollars (\$186,269.00) on the restroom renovation project submitted by Shirley Construction. Mr. Moses seconded the motion. Motion carried.

Item 6. Consider Quotes for Airport Runway Deice Fluid.

Mr. Johnson reported that each winter brings the challenge of maintaining a clear and safe runway for aircraft operations. Under normal conditions, plowing, brooming and application of solid deice material, along with sand, is sufficient. The obstacle the MTAA is not adequately prepared for is freezing rain and ice coverage.

Staff researched available products to address icy conditions. The determination was made that the lowest price for the best product to address icy conditions would be \$4.83 per gallon for 4,500 gallons. This price was provided by Ascent Aviation Group, Inc. While the product is expensive, it performs at temperatures down to -20°F and is applied at a rate of 0.5 gallon per 1,000sf for anti-icing. When used as a de-icer, the application rate is doubled. The MTAA, through the FAA's Airport Improvement Program, purchased equipment capable of spraying the product several years ago so no additional expense is anticipated.

Mr. Johnson requested the Board to consider approval of this purchase at a cost of \$21,735.00.

Mr. Dobler made a motion to authorize the purchase of the runway de-ice fluid from Ascent Aviation Group, Inc. at a cost, not to exceed Twenty-One Thousand Seven Hundred Thirty-five Dollars (\$21,735.00). Ms. Stubbs seconded the motion. Motion carried.

Item 7. Consider Quotes Regarding Asbestos Abatement at 6540 SE Johnston St. (Bldg. 243).

Mr. Johnson reported that the property at 6540 SE Johnston St. (Bldg. #243) is an 18,947 square foot wood frame warehouse that has been occupied by the same family business for more than 40 years. In that time, the MTAA has had little involvement in the maintenance and upkeep of the building. Staff is negotiating a new lease with the current tenant, and like many other buildings in the business center, the interior and exterior require some renovation for the new lease. The tenant has plans for interior renovations, and for safety reasons, the first task to be completed is the abatement of asbestos in the structure.

Staff prepared a solicitation for quotes and posted it on the MTAA Website as well as sending it to known asbestos removal contractors. The quote request includes preparation, removal, disposal and OSHA-compliant air monitoring in the structure. A quote was received from Jacobson Asbestos Company and staff is anticipating a response from another contractor for the removal of the asbestos material. The quote provided by Jacobson Asbestos Company, in the amount of \$15,000.00, is comparable to other work he has completed for the MTAA.

Pending receipt of the second quote, Mr. Johnson requested the Board to authorize the removal of the asbestos material as identified at a cost not to exceed \$15,000.00.

Mr. Moses made a motion to approve the asbestos abatement at 6540 SE Johnston St. (Bldg. #243) at a cost not to exceed Fifteen Thousand Dollars and No Cents (\$15,000.00). Mr. Wilson seconded the motion. Motion carried.

Information Only Items:

Item 8. Monthly Reports

8.a. Intergovernmental Cooperation Council – Mr. Johnson

Mr. Johnson reported on the presentation given by members of the Topeka Youth Commission. This is a relatively new group of diverse Shawnee County residents ages 14 (high school Freshman) through age 21 looking for way to have a voice in the community. The group was established with the help of the Greater Topeka Partnership and upon aging out of TYC, members are then eligible for active membership in FORGE.

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

Mr. Johnson provided the following report:

- During October and November, there has been a lot of charter operations with Ft. Riley. These are the troops returning from their deployments earlier this year.
- The FAA Certification inspection will be conducted on November 12, 2019. Airport Operations will take the lead during the inspection. The MTAA Maintenance Department is working to complete the necessary painting on the airfield.
- There is a new business operating as a subtenant in Hangar #609, MT Helicopter Solutions (owned by Michael Trimble). Services include: helicopter flight training, tours and aerial photography.
- Taxiway A & D at Topeka Regional Airport did not compete well for discretionary funds this year due to the number of runway projects scheduled for repair. Discussions are underway with the FAA Central Region to see what, if anything, can be done to keep this project on schedule. One option is for the MTAA to cover the design costs until a grant is awarded. At that time, the MTAA would be eligible for reimbursement of what would be the FAA's 90% share. There are funds available to do this.

8.c. Economic Development & Leasing Activity – Mr. Johnson

Mr. Johnson provided the following report:

- Paving begins October 16 on the mill and overlay projects approved by the Board last month.
- Conroy Construction is planning to vacate by the end of this month. It is doubtful that everything in the storage lot will be moved out in a little over 2 weeks. Because this tenant has been in the building for such a long time, it is anticipated that extensive renovations will be required to get the building ready for lease. This project, along with some work with an existing tenant, should occupy the maintenance department during the winter season.

September Leasing Activity –

- **LEASE ACTIVITY** (CPI is 1.6%)
 - One tenant renewed their lease at a 2.0% increase.
 - One tenant received 2.0% increase.
- Monthly rental income is \$163,162 or approximately \$1,957,944 per year.
- **DELINQUENT ACCOUNTS**
 - Advance Street Rod Design – Paul Kirk met the terms of the payment agreement in September;
 - Brackett, Inc. – Owes September rent and a small portion for August;

- Prometal Fabrication – Owes rent for September and finance charges for July, August and September;
- R&R Pallet – Owes September rent and all finance charges going back to April because they are habitually late paying.

8.d. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following report:

- The report for the month ending 09/30/19 reflects revenue to be \$237,099 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts reflects to be \$87,876 less than the anticipated budget;
 - b. Landing Fees are \$14,669 more than the anticipated budget;
 - c. Fuel Flowage Fees are \$20,265 more than budgeted;
 - d. Contract Agreement Fees are \$21,300 over the budgeted amount;
 - e. Passenger Facility Charges are \$3,495 less than the anticipated budget;
 - f. Lease & Rental Fees actual income reflects to be \$131,659 more than the budgeted amount;
 - g. Reimbursements total to be \$73,225 ahead of budget;
 - h. CD Interest income is \$84,594 more than the anticipated budget;
 - i. Water/Sewer Sales are \$58,130 under budget with Water/Sewer Costs reflecting to be under budget by \$33,444.
- Overall, the operating expenses are in-line with what we anticipate and depict a favorable budget variance of \$499,839.
- There were not any Capital Improvement purchases made during the month of September.

Mr. Moses moved to accept and file the Monthly Financial Reports as presented for the month ended September 30, 2019. Mr. Dobler seconded the motion. Motion carried.

Item 9. Executive Session

Chairman Wright inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson requested twenty minutes to discuss legal matters pertaining to contracts. **Mr. Moses 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 contracts. Mr. Moses said the Executive Session will be for a period not to exceed twenty minutes beginning at 3:37 p.m. and this meeting shall reconvene at 3:57 p.m. Ms. Stubbs seconded the motion. Motion carried.**

Chairman Wright reconvened the regular meeting at 3:57 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 Chairman Wright **made a motion to adjourn and Mr. Moses seconded the motion. Motion carried. The meeting adjourned at 3:57 p.m.**

These official minutes were approved by the Board of Directors on November 19, 2019.

Michael J. Wilson, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **MTAA Board of Directors Election of Officers
for December 2019 through November 2020.
(Board Action Required)**



Date: November 13, 2019

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

I would like to take this opportunity to thank the Board of Directors and our 2019 Chair, Tom Wright, for the leadership and guidance provided to the MTAA staff throughout the year.

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Board of Directors to Consider Resolution No. 19-268 for Authorization of Depository Signatures; and Resolution No. 19-269 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions. (Board Action Required)**



Date: November 13, 2019

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

1. Resolution No. 19-268 for Certification of Authorization of signatures on the bank accounts at Fidelity State Bank & Trust;
2. Resolution No. 19-269 to designate signatures for the Certificates of Deposit. (MTAA currently has four CDs being held at Equity Bank and two CDs being held at Vision Bank totaling \$3,000,000.)

Please note that Resolution No. 19-269 allows for any and all other state and national banks and federally-chartered savings and loan associations, with a facility within Shawnee County, Kansas, to be designated.

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

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

CORPORATE BANKING RESOLUTION

(for Deposit Accounts)

Depositor: Metropolitan Topeka Airport Authority
6510 SE FORBES AVE STE 1
TOPEKA, KS 66619-1446

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

Account No: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]

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

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

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

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

X _____
CHERYL A TROBOUGH, Director of Admin & Finance
of Metropolitan Topeka Airport Authority

X _____
ERIC M JOHNSON, President of Metropolitan Topeka
Airport Authority

X _____
., Chairman of the Board of Metropolitan Topeka
Airport Authority

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

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

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

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

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

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

CORPORATE BANKING RESOLUTION (for Deposit Accounts)
(Continued)

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, 2019 and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

CORPORATE

SEAL

X _____
*Secretary or Assistant Secretary

X _____
Co-*Secretary or Assistant Secretary

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

DEPOSIT PRO, Ver. 19.2.0.042 Copr. Finastra USA Corporation 1996, 2019. All Rights Reserved. KS - KS - C:\CFINTS\1716 TR-16019

Account Holder Name(s): Metropolitan Topeka Airport Authority

Reporting SSN/TIN: 48-0878790

Street Location: 6510 SE FORBES AVE STE 1, TOPEKA, KS 66619-1446

Telephone Number: Work #: (785) 862-2362

Number of Signatures Required: 1 CIF Number: 381872

ACCOUNT TYPE FREE SMALL BUSINESS CHECKING	ACCOUNT NUMBER [REDACTED]		
ACCOUNT TYPE COMMERCIAL & CORRESPONDENT BANK ACCOUNTS	ACCOUNT NUMBER [REDACTED]		
ACCOUNT TYPE COMMERCIAL & CORRESPONDENT BANK ACCOUNTS	ACCOUNT NUMBER [REDACTED]		
ACCOUNT TYPE Non-Personal NOW	ACCOUNT NUMBER [REDACTED]		
ACCOUNT TYPE Regular Savings	ACCOUNT NUMBER [REDACTED]		
Date Opened 11-12-19	Date Revised	Opened By MJM	Verified By CHEX & R&D

BUSINESS TYPE: Corporation

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

<p>X CHERYL A TROBOUGH, Director of Admin & Finance of Metropolitan Topeka Airport Authority</p>	<p>X ERIC M JOHNSON, President of Metropolitan Topeka Airport Authority</p>
<p>X ., Chairman of the Board of Metropolitan Topeka Airport Authority</p>	

(Signatures and printed names of each account signer)

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

TIN/BACKUP WITHHOLDING Reporting TIN: 48-0878790

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

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

Signature of Authorized Individual: X _____ Date _____

CERTIFICATE OF AUTHORITY AND CORPORATE RESOLUTIONS Date: 11-12-2019

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

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

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

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

X

(Signature of Certifying Officer)

X

(*Signature of Other Authorized Director)

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

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

Name: CHERYL A TROBOUGH	SSN: [REDACTED]		
Street: [REDACTED]			
Mailing: [REDACTED]			
Phone: (H):	(W): (785) 862-2362		(C):
Job: MTAA			
DOB: [REDACTED]	MMN:		
ID: Drivers License [REDACTED]	Exp Date:	Country:	St: KS
	Exp Date:	Country:	St:
Name: ERIC M JOHNSON	SSN: [REDACTED]		
Street: [REDACTED]			
Mailing: [REDACTED]			
Phone: (H): (785) 633-4741	(W): (785) 862-2362		(C):
Job: PRESIDENT, MTAA			
DOB: [REDACTED]	MMN: JOHNSON		
ID: Drivers License [REDACTED]	Exp Date:	Country:	St: KS
	Exp Date:	Country:	St:
Name: .	SSN:		
Street:			
Mailing:			
Phone: (H):	(W):		(C):
Job:			
DOB:	MMN:		
ID:	Exp Date:	Country:	St:
	Exp Date:	Country:	St:

METROPOLITAN TOPEKA AIRPORT AUTHORITY
Resolution No. 19-269

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Metropolitan Topeka Airport Authority meeting in regular session on the 17th day of November, 2019 that:

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

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

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

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

_____, Chair of the Board

Eric M. Johnson, MTA, President

Cheryl A. Trobough, MTA, Director of Administration and Finance

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

_____, Chair of the Board

Eric M. Johnson, MTAA President

Cheryl A. Trobough, MTAA Director of Administration and Finance

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

IN WITNESS WHEREOF, we have hereunto set our hands and the seal of the Metropolitan Topeka Airport Authority this 17th day of November, 2019.

Tax Identification No. 48-0878790

Metropolitan Topeka Airport Authority

By _____
Chair of the Board

Attest:

Secretary of the Board

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Oct-19	Oct-18	Oct-17	2019	2018		2017	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
Air Carrier	39	8	6	235	104	126	149	176
Air Taxi	33	30	20	295	322	390	282	373
Itinerant General	439	380	425	4,122	3,727	4,283	4,632	5,479
Itinerant Military	622	219	312	4,832	2,088	2,503	3,271	3,923
Local Civil	70	62	78	554	385	425	587	655
Local Military	410	161	190	5,037	1,351	1,915	2,317	2,870
GRAND TOTAL	1,613	860	1,031	15,075	7,977	9,642	11,238	13,476

PASSENGER ACTIVITY	Oct-19	Oct-18	Oct-17	2019	2018		2017	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	300	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	713	784	417	3,983	2,650	3,288	3,553	4,435
Passengers Deplaned	474	300	454	3,211	2,401	3,077	3,288	3,920
Aircraft Landed	9	9	7	75	66	76	82	99
MILITARY CHARTERS								
Passengers Enplaned	49	-	-	8,539	721	721	877	877
Passengers Deplaned	4,372	-	-	8,364	407	407	726	726
Aircraft Landed	23	2	1	98	18	27	29	29
Combined Total Passengers Enplaned	762	784	417	12,522	3,371	4,009	4,430	5,312
Combined Total Passengers Deplaned	4,846	300	454	11,575	3,108	3,484	4,014	4,646



Billard Airport

TOP FAA TOWER OPERATIONS	Oct-19	Oct-18	Oct-17	2019	2018		2017	
				Accumulated Totals Y-T-D	Y-T-D Through Oct	Calendar Yr Totals	Y-T-D Through Oct	Calendar Yr Totals
Air Carrier	4	4	4	18	6	6	6	6
Air Taxi	129	122	103	936	1,529	1,704	1,239	1,490
Itinerant General	909	1,092	1,053	9,704	8,480	10,258	11,379	13,412
Itinerant Military	90	92	78	648	936	1,129	999	1,099
Local Civil	488	580	767	5,106	5,032	6,104	7,577	8,823
Local Military	0	0	18	22	54	56	136	174
GRAND TOTAL	1,620	1,890	2,023	16,434	16,037	19,257	21,336	25,004

DELINQUENT ACCOUNTS AS OF OCTOBER 31, 2019											
NAME OF BUSINESS		TOTAL PAST DUE	OCTOBER CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION			
								T E L	L T R	A G R	L G L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD DESIGN	RENT/FC	\$2,603.95	\$0.00	\$0.00	\$0.00	\$0.00	\$2,603.95	X	X	X	
BRACKETT INC	FC	\$123.22	\$123.22	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	
MAXIMUS INC	RENT/FC	\$729.72	\$729.72	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
R & R PALLET	RENT/FC	\$23,980.72	\$21,970.88	\$668.56	\$339.29	\$14.81	\$987.18	X	X		
SUBTOTAL		\$27,437.61	\$22,823.82	\$668.56	\$339.29	\$14.81	\$3,591.13				
- VACATED TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
TOPEKA REGIONAL AIRPORT:											
- TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
- AIRPORT USER LANDING FEES -											
ELITE AIRWAYS LLC	LANDING FEES	\$1,718.00	\$149.50	\$0.00	\$0.00	\$0.00	\$1,568.50	X	X		
RVR AVIATION	LANDING FEES	\$408.54	\$0.00	\$0.00	\$0.00	\$0.00	\$408.54	X	X		
VAERUS AVIATION	LOST BADGES/FC	\$329.27	\$7.80	\$4.80	\$104.68	\$209.13	\$2.86	X	X		
VIA AIR	LANDING FEES	\$86.84	\$0.00	\$0.00	\$0.00	\$0.00	\$86.84	X	X		
SUBTOTAL		\$2,542.65	\$157.30	\$4.80	\$104.68	\$209.13	\$2,066.74				
PHILIP BILLARD:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
GRAND TOTALS		\$29,980.26	\$22,981.12	\$673.36	\$443.97	\$223.94	\$5,657.87				

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

Metropolitan Topeka Airport Authority
 Monthly Leasing Activity Report
 October 2019

August 2019 CPI is 1.7%

TENANT	ADDRESS (FACILITY #)	ANNUAL RENT	
		FROM	TO
NEW:			
Maximus Inc.	Parking Lot #6	\$0.00	\$10,784.10
Rural Development Corporation	Parking Lot #19	\$0.00	\$10,739.75
Rural Development Corporation	Parking Lot #20	\$0.00	\$5,610.00
RENEWALS DUE:			
	NONE	\$0.00	\$0.00
OPTIONS:			
AT&T	6621 SE Forbes Ave. (#280)	\$5,151.12	\$5,666.23
Billard Airport Resraurant	PB Terminal Restaurant	\$12,243.97	\$12,464.36
INCREASES:			
Freeman Holdings LLC	7000 SE Forbes Ave. (#600)	\$18,908.99	\$19,249.35
Freeman Holdings LLC	6832 SE Ross St. (#609)	\$27,752.14	\$28,251.68
LMC Inc	206 SE Airport West Dr/ #820)	\$13,421.04	\$13,662.62
Shawnee County Sheriff's Office	Firing Range (#667)	\$6,000.00	\$6,108.00
DECREASES:			
		\$0.00	\$0.00
MISCELLANEOUS:			
	NONE	\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$112,536.09
Old Annl. Rate	\$83,477.26
Annual Diff.	\$29,058.83
/12	\$2,421.57
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	\$2,421.57

Metropolitan Topeka Airport Authority
 Monthly Gross Rental Income Report
 October 2019

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,245.99
3	Combat Air Museum	2,3	602/604	\$281.23
4	Freeman Holdings LLC	4	600	\$1,604.11
	" "	5	601	\$4,062.28
	" "	6	609	\$2,354.31
	" "	7	610 - Suite 10,11	\$5,162.32
	" "	9	Land Lease (#613)	\$769.99
	" "	10	619	\$2,229.45
	" "	11	627	\$480.91
	" "	12	697	\$367.02
	" "	13	178	\$60.61
5	Gary Properties LLC	14	626	\$1,716.03
6	Haselwood Farm Inc.	15	Farm	\$156.76 ***
	Haselwood Farm Inc.	16	Farm A	\$100.28 ***
	Haselwood Farm Inc.	17	Farm B	\$707.88 ***
	Haselwood Farm Inc.	18	Farm C	\$92.38 ***
7	Pettit, Brooks	19	603 - 240sf	\$50.00
8	Shawnee County	20	667 (Firing Range)	\$509.00 ****
9	Topeka Police Dept.	21	669 (Firing Range)	\$99.09 ***
				\$27,515.47

TENANT	FACILITY	MONTHLY RENT
1 A-1 Restaurant and Bar Supply 1	252	\$2,750.00
A-1 Restaurant and Bar Supply 2	139 (storage)	\$500.00
A-1 Restaurant and Bar Supply 3	260	\$2,200.00
2 AT&T Services, Inc. 4	280	\$472.19
3 Advanced Coatings Inc. 5	137	\$842.02 ***
4 Baston Global 6	657	\$1,510.06
5 Blue Jazz Java LLP 7	243	\$2,173.62
6 Brackett, Inc. 8	451	\$3,915.33
7 Chigbo Nzewke 9	181	\$51.10
8 Coca-Cola Enterprises, Inc. 10	Land Lease (#400)	\$1,921.00
9 Concrete Supply of Topeka, Inc. 11,12,13	147-148-149	\$1,576.97
18 DXC Technology 14	Parking Lot #1	\$257.91
" " " 15	Parking Lot #2	\$257.91
" " " 16	Parking Lot #3	\$106.08
" " " 17	Parking Lot #4	\$246.70
10 F&L Enterprises Inc. dba WOW Truck and RV Wash 18	Land Lease (#100)	\$1,815.00
11 Federal Aviation Administration 19	620	\$862.27
12 FedEx Freight 20	Lot	\$600.00
13 Gallery Classic, Inc. 21	384	\$4,250.00
14 Groendyke Transport Inc 22	6N Lot A	\$607.39
15 Ground 1, LLC 23	Land Lease (#453)	\$5,798.61
16 H2I, LLC 24	Land Lease (#255)	\$647.40
17 Henderson, Brad d/b/a Heartland Tree Service 25	260W Parking Lot	\$300.00
19 Houser Enterprises, Inc 26	167	\$6,000.00
20 JSLewis, Inc. 27	415	\$368.12
21 Joe Conroy Contractor Inc 28	225	\$1,263.87
22 Kansas Sand & Concrete, Inc 29	Axton St - Lot A	\$1,150.65
23 Klaton Real Estate, LLC 30	Land & Bldg. Lease (#622)	\$1,451.13
24 Koelling, Michelle & Duke d/b/a MDK 31	801	\$1,190.09
25 LMC, Inc. 32	321	\$367.55
" " " 33	Land Lease (#383)	\$222.06
" " " 34	820	\$1,138.55
" " " 35	Land Lease (#621)	\$247.33
26 Lewis, Mark A. d/b/a M. Lewis Properties 36	248	\$195.20
" " " 37	629	\$441.18
27 MAXIMUS, Inc. 38	Parking Lot #6	\$718.94
28 McPherson Contractors Inc. 39	452	\$1,082.45
29 Mr. O Auto Sales, LLC 40	183	\$318.04
30 Murray, Christopher d/b/a Mid-America Painting 41,42	123/129	\$522.75
31 NFI Interactive Logistics LLC 43	University & Bleckley Lot	\$358.86
32 Oldberg, Erik 44	260E Parking Lot	\$300.00
33 Paul L Kirk 45	140	\$2,720.00
34 ProMetal Fabrication, LLS 46	379	\$950.00
35 R & R Pallet of Garden City, Inc 47	170 A	\$6,196.33
R & R Pallet of Garden City, Inc 48,49,50	170 B/C & Axton Lot B	\$10,767.01
R & R Pallet of Garden City, Inc. 51	Engle Lot	\$746.49
R & R Pallet of Garden City, Inc. 52	170-D	\$3,801.20
36 Rippe Enterprises 53	Lot A 61st Street	\$542.79
37 Rural Development Corp. 54	281	\$1,749.16
" " " 55	624	\$1,136.52
" " " 56,57	638/818	\$1,853.36
" " " 58	Parking Lot #19	\$894.98
" " " 59	Parking Lot #20	\$467.50
Rural Development Corp. 1 60	Lot J	\$152.47
" " " 61	Lot K	\$875.44
38 SEKESC - Greenbush 62	605	\$10,417.50
39 Sports Car Club of America 63	300	\$6,976.58
40 Sunflower Auto Auction, LLC 64	131	\$3,345.34
41 Topeka Construction, LLC 65,66	Land & Bldg. Lease (#449 & #450)	\$1,042.69
" " " 67	Land & Bldg. Lease (#448)	\$324.58
42 Tony Lynch d/b/a T&J Repair 68	114	\$1,543.50
43 T.R. Management Inc. 69	154	\$982.20
" " " 70	180 (storage)	\$150.00
" " " 71	344	\$2,312.99
44 UAR Direct, LLC 72	197	\$914.34
45 Vaerus Aviation, Inc. 73	151	\$1,280.00
46 Washburn Institute of Technology 74	Lot Z University & Dwight	\$500.00
47 Westar Energy 75	Lot S University & Fager	\$1,750.00
		\$115,391.30

TENANT		FACILITY		MONTHLY RENT
1	Billard Airport Restaurant	1	4 - Suite 2	\$1,038.70
2	Heartland Airplanes, LLC	2	9	\$241.17
3	Hetrick Aviation, LLC	3	26	\$3,416.43
4	Kaw Valley Aviation, LLC	4	T-Hangars, Fuel Farm	\$3,665.93 *****
	" "	5	4 - Suite 5 & 6	\$1,227.55
	" "	6	7	\$1,252.35
5	Meier, Robert J. dba Meier Farm	7	Farm	\$2,025.23 ***
6	Meier, Todd/Arthur dba Riverside Far	8	Farm	\$2,164.77 ***
7	NOAA	9	Weather Station	\$3,536.73
8	New-Jetz, LLC	10	Land (#27)	\$573.99
9	R&B Aircraft	11	10	\$850.04
	" "	12	12	\$53.96
10	Teamsters Local Union #696	13,14,15	1,2,3	\$1,900.28
11	Technical Applications & Consulting	16	17	\$1,636.80
12	Walga, MTE	17	4 - Suite 7&8	\$350.08
				\$23,934.01
<hr/> <hr/>				
GRAND TOTALS				
68	TENANTS	113	FACILITIES	\$166,840.78
<hr/> <hr/>				

- *Paid Quarterly
- ** Paid Semi-Annually
- ***Paid Annually
- ****Paid 10 Yrs in Advance
- *****Minimum Guarantee

Metropolitan Topeka Airport Authority
 Monthly Lease Income Net Change Report
 October 2019

	OCTOBER 2019	SEPTEMBER 2019	AUGUST 2019	JULY 2019	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
TOPEKA REGIONAL AIRPORT											
TENANTS	9	9	9	9	9	10	10	10	12	11	11
FACILITIES LEASED	21	21	21	21	21	22	22	20	22	26	27
TOPEKA REGIONAL BUSINESS CENTER											
TENANTS	47	45	46	46	43	44	42	39	38	39	39
FACILITIES LEASED	75	70	72	72	69	69	66	57	55	56	58
PHILIP BILLARD AIRPORT											
TENANTS	12	12	12	12	12	14	14	13	12	11	11
FACILITIES LEASED	17	17	17	17	17	19	19	18	21	19	18
TOTAL											
TENANTS	68	66	67	67	64	68	68	62	62	61	61
FACILITIES LEASED	113	108	109	109	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 166,841	\$ 164,419	\$ 164,524	\$ 164,291	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$ 113,043	\$ 121,201	\$ 119,965
NET CHANGE	\$ 2,422	\$ (105)	\$ 233	\$ 8,355	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)