



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

Board of Directors

**Metropolitan Topeka Airport Authority
 October 30, 2024**

Special Board Meeting 2:00 PM

Chairman Armstrong brought the special meeting of the MTAA Board of Directors to order at 2:00 PM with the following other Board members present: Lisa Stubbs, Joe Ledbetter, and Mike Munson. Sam Sutton attended via Zoom. Also in attendance were:

- Col. Noah Diehl, USAF 190th
- Sam Stallbaumer, WSP USA, Inc. via Zoom
- Scott Uhl, WSP USA, Inc. via Zoom
- Jennifer Knudiski, WSP USA Inc. via Zoom
- Eric Johnson, MTAA President
- Laura Hartley, MTAA Director of Administration & Finance
- Deana Prescott, MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP, Legal Counsel to the Board

Item 1. Notice

Chairman Armstrong inquired if everyone who requested notification had been notified of this meeting. **Mr. Johnson replied that notifications were sent.**

Item 2. Adopt the Agenda

Mr. Munson made a motion adopt the agenda as presented. Mr. Ledbetter seconded the motion. Motion carried.

Item 3. Consider Recommendation of the Selection Committee for the Award of the Five (5) Year On-Call Architectural/Engineering Contract

The selection committee provided a second report as a result of the request of the Board from the October 22, 2024 Board meeting. See separate report from the Selection Committee.

It is noted that Chairman Armstrong abstained from voting as he has a conflict of interest as an employee of a subconsultant that would work with all the consultants that were interviewed. The committee recommended the board award the next five (5) year contract to WSP, USA Inc. **Ms. Stubbs made a motion to follow the recommendation of the selection committee. Mr. Munson seconded the motion. Discussion ensued. The vote was Mr. Munson and Ms. Stubbs in favor and Mr. Sutton and Mr. Ledbetter against.**

4. Executive Session

Mr. Ledbetter asked for a motion to go into Executive Session. **Mr. Ledbetter 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 Attorney-client communication pertaining to pending contract negotiations for the on-call engineering selection. Mr. Ledbetter stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 2:15 PM and the meeting shall reconvene in open session at 2:30 PM. The Executive session will include Eric Johnson and Tim Resner. Mr. Sutton seconded the motion. Ms. Stubbs and Mr. Munson voted against the motion. Chairman Armstrong abstained from voting. Motion failed. Discussion ensued. Ms. Stubbs expressed concerns about the length of time needed for discussion. Ms. Stubbs moved that the meeting be recessed for the purpose of an Executive**

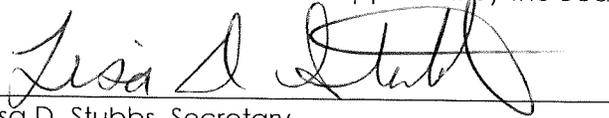
Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is Attorney-client communication pertaining to pending contract negotiations for the on-call engineering selection. Mr. Ledbetter stated that the Executive Session will be for a period not to exceed ten (10) minutes beginning at 2:18 PM and the meeting shall reconvene in open session at 2:28 PM. The Executive session will include Eric Johnson and Tim Resner. Mr. Munson seconded the motion. Motion passed. Chairman Armstrong reconvened the meeting at 2:28 PM.

After the Executive Session, the vote for the On-Call Engineer resumed. Ms. Stubbs made additional comments regarding appreciation for the committee's extra efforts. She also commented that the additional information made her even more sure about her vote to retain WSP USA. Mr. Ledbetter made additional comments that he felt pressured to make a decision and felt rushed to choose a vendor. The vote was done again. Mr. Munson, Mr. Ledbetter, and Ms. Stubbs voted in favor of the selection committee's recommendation. Mr. Sutton voted against. Motion carried.

Adjournment

The meeting was adjourned at 2:31 p.m.

These official minutes were approved by the Board of Directors on November 19, 2024.



Lisa D. Stubbs, Secretary

**Supplemental Report of the MTAA Selection Committee
Dated October 30, 2024**

During the meeting of the MTAA Board of Directors on October 22, 2024, a report of the Architectural Engineering On-Call Selection Committee was provided, recommending the selection of WSP USA for the next 5-year contract period. Members of the Board were afforded the opportunity to ask questions regarding the process, selection and recommendation offered by the Selection Committee.

Once that process was completed, the Board adopted a motion to remand the matter back to the Selection Committee to reconsider its recommendation and focus on the information solicited in Sections IV. Selection Criteria, specifically, subsection: (B) **“Recent Experience in airport projects comparable to anticipated projects”** and subsection (C) **“Team’s and Key Personnel’s professional qualifications, experience, and availability”** from the Request for Qualifications.

To fulfill the Selection Committee’s obligations, as directed by the Board, a Zoom meeting was held on October 28, 2024 at 10:30 a.m. which lasted for approximately one hour. Those participating in the meeting were Eric Johnson, Noah Diehl, Laura Hartley, Mike Munson, and Sam Sutton. Each member was given ample time to present their thoughts regarding the Selection Committee’s recommendation. This report is being presented to address the criteria identified by the Board for reconsideration, and in light of the Selection Committee’s reconsideration, provide supports for its recommendation that WSP USA should be selected as the MTAA’s on-call engineer for the next five-year term.

A. Recent experience in airport projects comparable to anticipated projects.

In addition to the numerous projects identified in their Statement of Qualifications, WSP USA has led expansion and capital improvement projects at airports of all sizes worldwide:

- Terminal and facilities planning
- Landside and terminal access design
- Buildings and structures design
- Environmental studies and alternatives analysis
- Airfield lighting
- Airfield engineering and design
- Master planning
- Airport layout plan development

These projects took place at airports across the country including:

- Quonset State Airport, Kingstown, RI*
- Long Beach Airport, Long Beach, CA
- Southern California Logistics Airport (Victorville Airport), Victorville, CA*
- Niagara Falls International Airport, Buffalo, NY*
- Port Columbus Airport, Columbus, OH
- Harrisburg International Airport, Middletown, PA*

(*Indicated airports with Military Reserves and Air National Guard presence)

WSP USA is an international firm, with major recent aviation projects in the United Kingdom and Hong Kong. As for the USA division WSP USA has worked on over 600 airports with projects totaling over \$130B. They have completed over 40 airfield projects with over 225 miles of pavement in total.

B. Team's and Key personnel's professional qualifications, experience, and availability.

Sam Stallbaumer, Project Engineer (PE), has over 11 years of experience in consulting engineering. He has been involved in projects with the MTAA since starting at WSP USA 11 years ago and became PE for the MTAA in 2021. The MTAA has generally had a history of 1 or 2 major projects ongoing per year. Due to the CARES funds received, MTAA had over 9 grant projects ongoing during the course of a year. Sam successfully managed over 17 task orders over the last four years. As far as availability goes, Sam has always been on call for the MTAA. Over the past several years Sam has been available or returned any call or email within 24 hours. Usually, response time is much sooner. Sam and usually Scott are on site at the MTAA weekly if not more. Sam also is present at all monthly Board meetings.

Jennifer Kuchinski, Principal in charge PE, is the senior manager for WSP USA. She is a leader in WSP USA's Aviation National Business Line and has contributed to the growth of that practice for the last two decades. Jennifer is a licensed professional engineer in ten states. She has been the lead in dozens of airport projects for airfield, landside and airport related facility projects. She has worked on numerous MTAA projects for several years and is responsive via email or phone whenever a question arises. Jennifer has appeared on site for several board meetings and business meetings as needed.

Dale Mueller, PE is the senior PE for the design team. Dale has worked on multiple projects for the MTAA over the past several years. Dale has over 45 years of experience in the aviation industry. He is a licensed professional engineer in 4 states, including Kansas and Missouri. He has been working in aviation with WSP USA for 20 years.

Scott Uhl, PE is the senior PE for the construction team. Scott is the transportation lead for Kansas. He has many years of experience in roadway, highway design, survey, and right-of-way management and project management. Scott is available when needed and can be seen at weekly project update meetings. Scott also attends the majority of the MTAA monthly Board meetings.

WSP USA has many qualified inspectors that are local to the Topeka area. History has proven that items come up and can need answers ASAP. Deadlines and timing matter heavily and WSP USA has inspectors located in the Kansas City, Topeka, and Wichita areas and can be on site within an hour or two. This is vital to our success and continued cooperation with the FAA and WSP USA has proven to be an accountable, dependable partner.

C. Consideration of the other Bidder's Qualifications.

The Selection Committee spent considerable time discussing the qualifications, experience, availability and comparable projects of the other bidders under the criteria identified by the Board. The Selection Committee views Garver's focus on forward thinking and new ideas looking to the future of aviation development very favorably. The Selection Committee found Burns & McDonnell to have considerable experience throughout their dedicated team and to have completed numerous

comparable projects which deemed them well qualified. Both Garver and Burns & McDonnell have aviation offices proximate to MTAA airports and are assumed to be readily available for any needs which may arise. Olsson likewise is viewed well qualified both in terms of the experience of their team and the comparable projects completed. The minor concern of the Selection Committee remains the distance of Olsson's Nebraska office, which houses its aviation team, to MTAA airports.

In considering the experience and qualifications of each of the bidder's, the Selection Committee's opinion did not change that each of the bidder's is well qualified and is viewed favorably in terms of the criteria identified by the Board.

D. Note regarding Additional Discussion.

The Selection Committee's discussion also included a discussion regarding the costs / fees for design and construction administration relating to past MTAA projects. The Selection Committee and the Board have been advised that costs / fees cannot be considered at this stage as the focus must be on the qualifications of the respective bidders. This is the result of the process identified in Article 2 of the applicable FAA Advisory Circular, 150/5100-14E which was adopted by the Board to govern this process. As a result, although discussed, the Selection Committee gave no consideration to costs / fees in making its recommendations.

In addition, the Selection Committee's discussion also addressed the timing of the upcoming Billard apron project, which has been identified by the FAA as a priority following a pavement condition inspection. This issue was raised during discussion at the October 22, 2024 Board meeting. Time is of the essence for the Board to complete its consideration of the Selection Committee's recommendation. However, the consideration of the timing upcoming projects is not one of the ten criteria identified in Sections IV. Selection Criteria of the RFQ issued by the Board. Similar to the discussion regarding costs / fees, although timing of the Billard apron project was discussed, it does not factor into the Selection Committee's recommendation.

E. Selection Committee Recommendation.

At the conclusion of the October 28, 2024 a roll call vote was taken to support the selection of WSP USA and the results of that vote were 4 members of the committee voting in favor of WSP USA (Noah Diehl, Eric Johnson, Laura Hartley, and Mike Munson) and one voting against (Sam Sutton). No change was made to the Selection Committee's Order of preference, which remains:

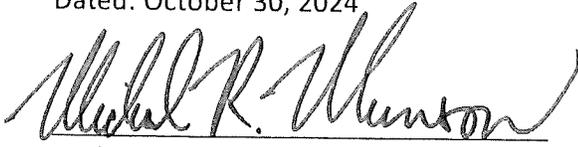
2. Garver
3. Burns & McDonnell
4. Olsson

However, it is noted that Sam Sutton identified Garver as an acceptable selection.

In considering the criteria identified by the Board for reconsideration, the Selection Committee's recommendation remains to select WSP USA as the on-call engineer for the MTAA. WSP USA's blend of experience and fresh vision looking to the future bodes well for the MTAA over the next five years. On reconsideration, as stated in the Selection Committee's initial report, continues to find that each

of the firms are well qualified to provide the services solicited by the RFQ and we adopt the findings and conclusion stated in the initial report. In consideration of the totality of the selection criteria identified in the RFQ, the Selection Committee continues to recommend WSP USA for selection as well as the order of preference identified above, with Garver #2, Burns & McDonnell #3, and Olsson #4. We respectfully submit that the Board should adopt the recommendations of the Selection Committee and select WSP USA as the MTAA's on-call engineer for the next five-year term

Dated: October 30, 2024

A handwritten signature in cursive script that reads "Michael R. Munson". The signature is written in black ink and is positioned above the printed name.

Michael R. Munson, MTAA Board Member

Project Name	# of Staff Supervised	# of Subconsultants Supervised
FOE Rehab of RWY 3-21 Const Admin/Observation	7	2
FOE Pavement Condition Survey of Runway 13-31	5	2
FOE Rehab of RWY 3-21 Design & Bid Phase Services	6	3
IAG NFTA 10L-28R Reconstruction Const Observation	10	1

Jay has been involved in a number of airfield runway projects within the last five years while employed by Parsons Brinckerhoff.

5	OQU Runway 16-34, Quonset State Airport, North Kingstown, Rhode Island*	IAG Runway 10L-28R, Niagara Falls International Airport, Buffalo, New York*
ir	LGB Runway 7L-25R, Long Beach Airport, Long Beach, California	CMH Runway 10R-28L, Port Columbus Airport, Columbus, Ohio
is	VCV Runway 3-21, Southern California Logistical Airport, Victorville, California*	MDT Runway 13-31 Lighting, Harrisburg International Airport, Middletown, Pennsylvania*

ng
so * Airports with Reserve and ANG attachments

The table above highlights Parsons Brinckerhoff national experience providing design and construction management services within the last five years on runway reconstruction and rehabilitation projects.