



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

Board of Directors

**Metropolitan Topeka Airport Authority
 March 14, 2023**

Special Meeting conducted via ZOOM..... 2:30 PM

Due to being unable to access the documents provided for the meeting, Chairwoman Lisa Stubbs stated that she was requesting that Vice-Chairman Brian Armstrong preside over the meeting.

Vice-Chairman Armstrong brought the special meeting of the MTAA Board of Directors to order at 2:31 PM with Board members participating in the ZOOM meeting as follows: Lisa Stubbs and Sam Sutton. Mike Munson was not available. Also identified as attending via ZOOM were:

- Sam Stallbaumer, WSP USA, Inc.
- Michael Padilla, Mayor-City of Topeka
- Paul Sundby, KEAR Civil Corp
- Matt Smith, KEAR Civil Corp
- Mike Fossett, KEAR Civil Corp
- Mike Gruey, KEAR Civil Corp
- Joseph Ledbetter, Ledbetter Law Office
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Staff members in attendance:

- Eric Johnson
- Cheryl Trobough

Item 1. Notice.

Vice-Chair Armstrong inquired if everyone who requested notification had been notified of this meeting. **Ms. Trobough replied that notifications were sent.**

Item 2. Adopt the Agenda.

Vice-Chair Armstrong inquired if there were any changes to the Agenda as presented. **Ms. Stubbs made a motion to adopt the Agenda as presented. Mr. Sutton seconded the motion. Motion carried.**

Item 3. Review Bids Received for Construction of Fuel Farm at Topeka Regional Airport and Consider Award of Bid.

Mr. Johnson stated that with the award of the Cares Act grants, the MTAA has been afforded the opportunity to address several Airport Improvement Program (AIP) eligible projects that we would likely not be able to complete otherwise. Federal Aviation Administration Entitlement funding through AIP for Topeka Regional Airport is not sufficient for the fuel farm project. Likewise, discretionary funding is awarded to projects that compete for funds. The priority is given to airfield pavements such as runways, taxiways and aprons.

Two bids were received for the fuel farm project and opened on March 3, 2023. WSP reviewed the bids received, checking for mathematical errors and noting the errors found on a Bid Tabulation presented for the Board's review. The apparent low bidder is KEAR Civil Corporation (KEAR) at the bid of \$10,243,902.00, which is 57.69% above the Engineer's Opinion of Probable Cost.

A telephone call was placed to KEAR to discuss major differences in their bid versus the Engineer's Estimate. The two items with the largest differences discussed were Construct New Fuel Facility Complete (difference of \$1,650,000.00) and Decommission and Demolition of Both Existing Fuel Facilities (difference of \$1,700,000.00). Some of the price difference for the New Fuel Facility can be contributed to material and supply chain issues. For the demolition of the existing facilities, KEAR obtained bids from four subs and their pricing was within 10% of each other to perform the work.

Mr. Johnson explained this project will be fully funded by Cares Act grants. MTAA matching funds are not required. He further stated that all projects planned under the CARES Act grant can be completed by redesigning the Snow Removal Equipment (SRE) facility to be a storage-only facility without any office area.

Mr. Johnson made the recommendation that the Board accept the bid offered by KEAR Civil Corporation in the amount of \$10,243,902.00, pending the concurrence of award from the FAA.

Ms. Stubbs made a motion to award the contract for construction of the FOE Fuel Farm to Kear Civil Corp by accepting their bid submitted in the amount of Ten Million Two Hundred Forty-Three Thousand Nine Hundred Two Dollars and No Cents (\$10,243,902.00). Mr. Sutton seconded the motion. Motion carried.

Item 4. Consider Approval of Federico // Duerst Consulting Group Memorandum of Agreement.

Mr. Johnson and Mr. Resner outlined some very important legislative issues the MTAA is working on which require an experienced individual to take the lead. Federico // Duerst Consulting Group is a government affairs firm that is very-well respected and capable of handling those issues.

Federico // Duerst has indicated they can begin immediately and provided a Memorandum of Agreement (MOA) for the Board's consideration in which they agree to lobby the Legislative and Executive Branch in Kansas in pursuit of a favorable outcome related to HB2336 and the NIAR funding issue. The funding for the MOA is defined as a retainer of \$7,500.00 upon execution, and a one-time payment of \$20,000.00 due on April 1, 2023 representing payment in full.

Mr. Johnson recommended the Board approve the agreement and authorize the Board Chair to finalize and execute the agreement.

Mr. Sutton made a motion to authorize the Board Chair to sign the Federico // Duerst Consulting Memorandum of Agreement in the amount of Twenty-seven Thousand Five Hundred Dollars and No Cents (\$27,500.00). Mr. Armstrong seconded the motion. Motion carried.

Item 3. Consider Proposal from Premier Employment Solutions.

Mr. Johnson stated that with the Board-approved creation of the position of Director of Development, the MTAA sought assistance in locating the right person for the position. A meeting was held with Premier Employment Solutions to discuss their experience working with executive level searches.

The Premier team has extensive experience in recruiting and placing executive level candidates for various non-profits, associations, and government entities in the Topeka area including; Greater Topeka Partnership (CEO Search), United Way (CEO/President), City of Topeka (City Manager). Premier will assist staff with reviewing and revising the position description to maximize candidates' interest. They will remain involved during every phase of the process from marketing to transition.

Premier Employment Solutions proposed fee for this service is a flat fee of Twenty-Two Thousand Five Hundred Dollars (\$22,500.00). If the candidate's employment is terminated for cause within the first 3 months of employment Premier will perform a new search at 50% of the original fee. I recommend the Board authorize staff to contract this service with Premier Employment Solutions.

Mr. Armstrong made a motion to approve the agreement with Premiere Employment Solutions at a cost of Twenty-two Thousand Five Hundred Dollars and No Cents (\$22,500.00). Mr. Sutton seconded the motion. Motion carried.

Adjournment

Having no further business to discuss, Ms. Stubbs made the motion to adjourn. Mr. Armstrong seconded the motion and the meeting was adjourned at 2:48 p.m.

These official minutes were approved by the Board of Directors on April 18, 2023.



Samuel W. Sutton, Secretary