



Airport Board Meeting

Wednesday, July 8, 2026 at 5:00 PM
Airport Terminal Meeting Room - 1684 230th
Street
Agenda

Meeting Opening

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.

1. Roll Call
2. Approve the Agenda
The agenda may be amended to remove items during this time, but no items may be added to the agenda.
3. Approve Minutes
4. Public Comment
*Welcome to Visitors: 5-minute time limitation for speaking, no profanity will be tolerated, and no personal attacks against Board Members or City Staff will be allowed. **The Airport Board is unable to respond or take any action at this time.** Please state your name and address before addressing the Board for the official record.*

New Business

5. RFP Mechanic Services
6. Hangar No. 2 (Vault Hangar) Lease Request
7. Hangar No. 2 (Vault Hangar) Lease Request (2)

Adjournment

This agenda is subject to change.



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: July 8, 2026

Item Title: Approve Minutes

Background:

Review June 3rd, 2026, minute.

Recommendation:

Make a recommendation to approve June 3rd, 2026, minutes

Attachments:

1. June 3rd 2026 Minutes



**Wednesday, June 3, 2026
Airport Board minutes**

Airport Terminal Meeting Room – 1684 230th St, Independence, IA 50644
"The Airport Board's mission is to advise the Council in developing the future of Independence aviation."

Call to Order:

Meeting called to order at 5:00 pm by Chair, Vicki Pilcher

Roll Call:

Present – Merritt Jones, Brad Lichty, and Vicki Pilcher

Others in attendance – Airport Director Brett Soukup, City Manager Matthew Schmitz

Approve the Agenda:

Motion – Lichty Second – Jones Ayes – All

Approval of Minutes:

Motion – Jones Second – Lichty Ayes – All

Public Comment: None

New Business

Engineer Update:

Brett gave estimates of John Deere Tractor:

- Bodensteiner from Rowley presented a bid of \$457,378 including a front mount PTO and three-point hitch.
- Fort Brand presented a bid of \$592,021.

The board budgeted an estimated amount of \$475,000 to replace the tractor.

Bodensteiner's bid was below the estimate amount.

Brett also discussed and alternate push blade and brush for snow removal.

Chairman/City Manager Report: No update at this time.

Airport Manager Update: Brett has discussed a runway light replacement and will provide the cost at a later date.

Brett has reached out twice to Clint Spearman and is waiting for a response.

Commercial Building and Findings Research:

Brett shared with the board research from several municipal airports to determine which standards and guidance may be appropriate for the Independence Municipal Airport. Much discussion was completed on commercial building guidelines and standards. The board members present and handed off concerns and recommendations for Brett to consider adding to his findings.

July 1st Meeting:

It was recommended to skip the July meeting because of conflicts with the July 4, 2026 celebrations. However, if an urgent matter arises there will be a special meeting. The next regularly scheduled meeting will be August 5, 2026.

Adjournment:

Motion to adjourn at 6:22 pm.

Motion – Jones Second – Lichty Ayes – All

Submitted by: Brad Lichty, Secretary



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: July 8, 2026

Item Title: RFP Mechanic Services

Background:

The Airport Board previously received submissions in response to a Request for Proposals (RFP) for airport maintenance and mechanic services. Following review of the submitted proposals and completion of the selection process, the Board identified a preferred candidate and extended an offer for the contract. However, before the contract was finalized and submitted for execution, the selected individual notified the City of Independence that they could no longer accept the position. As a result, the Board must determine the appropriate next steps to secure these services.

Recommendation:

Discussion is needed regarding whether the RFP should be reissued for public notice and solicitation of new proposals. The Board should also consider and establish a timeline for the RFP process, including the proposed posting period, submission deadline, and anticipated review and selection schedule.

Attachments:

1. RFP Mechanic (2)



Request for Proposal (RFP): Mechanic Services

**Independence Municipal Airport (KIIB)
City of Independence, Iowa – 2025**

I. INTRODUCTION

The City of Independence, Iowa, is seeking qualified applicants to provide Mechanic Services at the Independence Municipal Airport (KIIB), located at 1684 230th Street, Independence, Iowa 50644. This RFP outlines the requirements, background, and process for submitting a proposal to operate these services as an independent contractor with the city.

II. AIRPORT BACKGROUND

- Public-use airport owned by the City of Independence, located 2 miles west of town, but within the City Limits.
 - FAA National Plan of Integrated Airport Systems: Classified as an Enhanced Aviation Airport.
 - Staffed by a full-time Airport Director and two part-time employees.
 - Facilities:
 - 5,500' x 100' runway with full parallel taxiway
 - REIL/VGSI approach lighting systems
 - 26 T-hangars (fully occupied), plus a large terminal and one commercial hangar.
 - 29 based aircraft
 - Fuel: Two 10,000-gallon underground tanks (Jet A and 100LL)
 - Apron: 96,200 sq. ft. main (south), 65,500 sq. ft. north apron
 - Recent Improvements: Taxiway addition, apron expansions, LED lighting upgrades
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III. SCOPE OF PROPOSAL

The successful respondent will be responsible for non-exclusive mechanical work. Proposals will be evaluated on service quality, experience, and business viability. All services must comply with FAA regulations, airport minimum standards, and local, state, and federal laws.

IV. INSURANCE REQUIREMENTS

Minimum coverage requirements:

- \$1,000,000 personal injury/advertising injury
 - \$2,000,000 per occurrence
 - \$2,000,000 general aggregate (per project basis)
 - \$2,000,000 products/completed operations.
 - City of Independence must be listed as an additional insured.
 - Annual certificate due in June; 30-day cancellation notice required.
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V. CONTRACT TIMELINE

- **Anticipated Start Date:** April 1, 2026
- **Initial Contract Period:** Three Years
- **Renewal Options:** Bi-annual two-year renewals after the initial term.

Milestone	Date
RFP Posting	7-09-2026
Question Deadline	--2026
Proposal Due	--2026



VI. SUBMISSION INSTRUCTIONS

- **Paper Submission:** Seven (7) copies of the proposal must be submitted by **4:00 PM on 01-16-2026** to:
City of Independence – Mechanic Services
331 1st Street E
Independence, IA 50644
 - Clearly mark the envelope:
"Request for Proposal – Independence Airport Mechanic Services"
- **Electronic Submission:** E-mail to airportmgr@independencia.gov before **4:00 PM on 01-16-2026**. Clearly indicate in the subject, **"Request for Proposal – Independence Airport Mechanic Services."**
 - All submittals **MUST BE PDF FILES**. Other file types will not be accepted.

Late submissions will not be accepted.

VII. EVALUATION CRITERIA

Proposals will be evaluated by the Airport Commission, Airport Director, and City Manager. Evaluation will be based on the following weighted criteria, totaling 100 points:

Criteria.	Weight
Mechanic Services Experience.	30%
Operational Plan.	15%
Qualifications and References.	15%
Demonstrated Business Plan for Growth, Stability, and Marketing.	20%
Interview Presentation and Proposal Quality.	20%
Total	100% 100 Points



VIII. PROPOSAL REQUIREMENTS

Proposals must include the following:

Section I: Resume / Company Profile

- Ownership and personnel information
- Relevant aviation and mechanical experience, including types of aircraft previously serviced.

Section II: References

- Three personal references
- Three business references

Section III: Business Plan

- Start-up needs.
- Building space needs
- Marketing and 3–5-year growth plan
- Financial viability and funding plan

Section IV: Lease Proposal

- Proposed lease terms for space, Office space, hanger, and optional areas.
- Proposed lease terms and rent structure.

Section V: Insurance Documentation

- Current policy or letter of insurability

Section VI: Operational Commitments

- Unicom monitoring.
- Participation in meetings and facility maintenance support.



Optional Services (if applicable):

- Aircraft sales.
 - Pilot supply sales.
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IX. AVAILABLE SPACE

The respondent may request access to:

- Vault Building (approx. 38 'x 60') Room for Expansion.
- (1) T hangers.
- Temporary space in the main terminal building for aircraft that will not fit in the Vault building, with prior approval from the Airport Director.

Proposals shall include proposals for the lease rate per square foot based on industry standards.

X. CONTACT INFORMATION

All RFP questions must be directed to:

Brett Soukup
Airport Director
Independence Municipal Airport
1684 230th Street, Independence, IA 50644
☎ (319) 332-0118
✉ airportmgr@independenceia.gov



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: July 8, 2026

Item Title: Hangar No. 2 (Vault Hangar) Lease Request

Background:

Merritt met with staff last week to discuss leasing Hangar No. 2 (the vault hangar) for use by his proposed flying club. His proposal includes relinquishing one T-hangar and the end stall he currently leases and consolidating those items into the vault hangar.

The Airport Board has previously discussed reserving Hangar No. 2 for a future airport mechanic. Because of that prior discussion, I did not make a decision regarding the request and advised Merritt that it would need to be brought before the Airport Board for discussion and direction.

This agenda item is presented for discussion to determine whether the Board has any interest in leasing Hangar No. 2 to Merritt for his proposed flying club or whether the Board wishes to continue reserving the hangar for a future airport mechanic.

Recommendation:

Staff recommends discussion on this topic.

Attachments:

None



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: July 8, 2026

Item Title: Hangar No. 2 (Vault Hangar) Lease Request (2)

Background:

Steve Streeter submitted a request via email seeking approval to lease Hangar No. 2 (Vault Hangar).

According to his request, Mr. Streeter would like to lease the Vault Hangar for tool storage and occasional aircraft maintenance, effective July 1, 2026. He has requested a lease term of one (1) year; however, he indicated that a month-to-month agreement would also be acceptable. Mr. Streeter has confirmed that the required insurance coverage is currently in place.

Recommendation:

Staff recommends discussion on this topic

Attachments:

None