



Airport Board Meeting

Wednesday, September 2, 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. Mechanic RFP's
6. Engineer Update
7. Chairman/City Manager Update
8. Airport Manager Update
9. Revenues and Expenses to Date

Adjournment

This agenda is subject to change.



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: September 2, 2026

Item Title: Approve Minutes

Background:

Attached are the August 5th, 2026 minutes to be reviewed.

Recommendation:

Staff recommends reviewing last month's minutes, then approving.

Attachments:

1. Airport Board Meeting Minutes 08.05.2026



**Wednesday, August 5, 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."

Roll Call: The meeting was called to order at 5:00 p.m. by Pilcher

Present – Janet Payne, Merritt Jones, Jeff Rottinghaus, Vicki Pilcher

Absent: Excused Brad Lichty

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

1. Approve the Agenda:

Motion- Rottinghaus Second- Jones Ayes- All

2. Approve Minutes:

The minutes from the previous meeting were reviewed. An amendment was requested to reflect the correct vote on the item discussed last month: **two Yes votes, one No vote, and one Abstention.**

Motion - Jones Second-Payne Ayes-All

4. Public Comment:

No public comment

New Business

5. Temporary Lease of Hangar #2:

The Board discussed the possibility of temporarily leasing Hangar #2, also known as the Vault Hangar, to a mechanic on a month-to-month basis.

Airport staff was contacted by a mechanic interested in leasing the hangar on a month-to-month basis until requests for proposals (RFPs) are brought before the Airport Board

for further discussion. Brett provided an update and advised the individual that he would bring the matter before the Airport Board for consideration.

There has also been a previous tenant who expressed interest in leasing the building and moving forward; however, no lease has been signed or finalized with that tenant at this time.

Brett requested that the Board consider allowing the mechanic to temporarily occupy the hangar for no longer than three months so that he can begin work on several projects. The temporary arrangement is contingent upon the aircraft being brought in for work fitting within the hangar.

The Board agreed that bringing a mechanic to the airport would be in the best interest of the airport and supported moving forward with a temporary arrangement.

It was further discussed that the arrangement may change depending on the movement of the aircraft currently in the larger hangar. Once that aircraft has been moved out of the large hangar, the larger hangar could then be leased to the mechanic on a month-to-month basis.

Motion to allow the mechanic to have a month-to-month lease of Hangar #2 for no longer than three months, subject to the aircraft fitting within the hangar:

Motion – Jones

Second- Rottinghaus

Ayes- All

6. Chairman/City Manager Update:

There was no report from the Chairman or City Manager.

7. Airport Manager Update:

Brett reported that there are several events coming up at the airport over the next couple of months.

- **Kidsville Tour:** Kidsville is scheduled to visit the airport for a tour on Monday, August 10, 2026.
- **Fly-In Event:** A fly-in event is planned for Saturday, September 26, 2026, from 8:00 a.m. to noon.

8. Revenues and Expenses to Date:

The budget report was reviewed, including revenues and expenses to date.

Adjournment: 5:47 pm
Ayes All

Motion - Jones

Second - Rottinghaus



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: September 2, 2026

Item Title: Mechanic RFP's

Background:

The Airport Board has been working to identify a qualified aircraft mechanic to provide mechanic services at the Independence Municipal Airport. An RFP was advertised seeking qualified applicants to provide mechanic services at the airport. The City has received one proposal in response to the RFP. The proposal will be presented to the Airport Board for review and discussion.

Recommendation:

The Airport Board must review the proposals received in response to the Request for Proposals (RFP) and recommend a course of action to the City Council.

Attachments:

1. RFP Mechanic July, 9, 2026
2. Independence Iowa Airport Proposal-Packet
3. Score Compilation Sheet airport meeting September 2 2026



Request for Proposal (RFP): Mechanic Services

Independence Municipal Airport (KIIB)
City of Independence, Iowa – 2026

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/LPV 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
-



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 certificates are due in June; 30-day cancellation notice required.
-

V. CONTRACT TIMELINE

- **Anticipated Start Date:** Disclose in proposal
- **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	8-1- 2026
Proposal Due	8-24-2026



VI. SUBMISSION INSTRUCTIONS

- **Paper Submission:** Seven (7) copies of the proposal must be submitted by **4:00 PM on 08-24-2026** 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@independenceia.gov before **4:00 PM on 08-24-2026**. 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

Lease proposals that require additional considerations such as profit sharing, etc. will be entertained as part of the review process. Please provide any creative ideas the respondent may have as part of the submittal.

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, hangar, and optional areas.
- Proposed lease terms and rent structure.
- Proposed start date.

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.
- Flight training

IX. AVAILABLE SPACE

The respondent may request access to:

- Main Terminal Building (approx. 80'x 75') (approx. 55'x 16' Door.) A tool room that is attached.
- (1) T hangar.

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

Cover Letter

Dear Airport and City Board,

I am pleased to submit this proposal to serve as the mechanic services provider at Independence Municipal Airport (KIIB). I am Philip Krzyszton, owner of Aircraft MD LLC, a mobile aircraft maintenance business serving the Midwest. I hold an FAA Airframe & Powerplant certificate with Inspection Authorization (A&P/IA) and an Airline Transport Pilot (ATP) certificate, and I currently fly full-time for a cargo airline in addition to operating Aircraft MD. My work has been featured in AOPA and other national aviation publications, and Aircraft MD is currently booked two to three months out on referral alone, with no advertising.

I understand that Independence has seen limited activity in recent years, and that the City's objective in this RFP is to change that trajectory rather than just fill hangar space. A resident mechanic is the missing piece that has kept several things on hold at this field: owners of based aircraft have had nowhere local to turn for service, and I understand there are parties interested in establishing charter and flight-training operations at KIIB who have been waiting on maintenance support to be in place before moving forward.

My proposal is built around that reality. Rather than positioning myself as a tenant paying rent for space, I am proposing a working partnership: I bring outside maintenance traffic, primarily agricultural and general aviation aircraft from across the region, into Independence, turning it from a field aircraft fly over into a destination airport with real, measurable activity. That activity is what grows fuel sales, based-aircraft counts, and FAA activity-based funding for the City; it is a materially larger return than any rent I could reasonably pay as a single-operator business in year one.

I am proposing an initial one-year term so both the City and I can evaluate this model against real, observed results, measuring activity levels, outside traffic generated, and local demand, before committing to a longer-term structure. I welcome the opportunity to discuss this proposal further at interview.

Respectfully submitted,

Philip Krzyszton, Aircraft MD LLC

Section I: Resume / Company Profile

Ownership and Personnel

Aircraft MD LLC is a mobile aircraft maintenance business owned and operated by Philip Krzyszton. The business currently operates as a solo A&P/IA-certified maintenance provider, with plans to add personnel as volume at a permanent base location grows.

Relevant Aviation and Mechanical Experience

- FAA Airframe & Powerplant (A&P) certificate with Inspection Authorization (IA): Authorized to perform and approve annual inspections and major repairs/alterations independently.
- FAA Airline Transport Pilot (ATP) certificate; currently flying full-time for a cargo airline.
- Owner-operator of Aircraft MD LLC, a mobile aircraft maintenance business serving general aviation aircraft owners across the Midwest, booked 2 months out entirely on referral with plans on running ad campaigns in the next month
- Experience across a range of general aviation aircraft, with a growing focus on agricultural/spray aircraft: a core segment of Midwest aerial application operations.
- Featured in AOPA and other aviation industry publications.
- Currently being recruited by multiple municipalities and airport authorities across the region to establish a maintenance base: evidence of demonstrated regional demand for this service model that I am trying to fill.

This combination of active airline-level flying experience and independent IA authority is very uncommon. It means aircraft owners and operators who route work through KIIB gain access to a mechanic who understands operational reliability and dispatch pressure firsthand, particularly relevant to agricultural operators who cannot absorb extended aircraft downtime during spray season.

Section II: References

1. Russell Schroeder — Falcon Captain — 214-949-7271 — rschroeder@iflgroup.com
2. Ed Leineweber — AOPA Legal Team — 608-604-6515 — eleineweber@goldenageaeroworks.com
3. Ethan Sprague — Sprague Aerial Service — 701-320-7123 — ethan.sprague172@gmail.com

Section III: Business Plan

Realistic Assessment of Current Field Activity

Any credible business plan for this location has to start from an honest read of where KIIB stands today. Based-aircraft counts at Independence include a meaningful share of experimental and lightly active aircraft outside the scope of routine maintenance work, and the flying that does occur locally trends toward low-annual-hour recreational use rather than commercial or high-utilization operation. That means locally based traffic alone, largely annual inspections and light recurring work, is not, by itself, enough activity to sustain a year-round maintenance operation.

I am not proposing to serve only the based fleet. The core of this plan is bringing outside aircraft and outside work into Independence, which would be primarily agricultural and general aviation traffic from across the surrounding region,

using my existing referral network built through Aircraft MD's mobile operation. That outside traffic is what generates fuel sales, landing activity, and FAA activity-based funding for the City; it is also, practically speaking, what makes this base financially viable for me. The two goals are aligned by design.

Building Space Needs

This proposal requests only the space needed to operate the shop, leaving the City free to lease the remaining hangar inventory separately for additional rent revenue:

- The Main Terminal Building hangar space (approx. 80' x 75' with 55' x 16' door) as the core shop and maintenance base.
- The attached tool room, for parts, tooling, and consumables storage.
- Optional use of an upstairs office space within the same building, if available, for scheduling, recordkeeping, and client coordination.

I am not requesting the T-hangar or the vault hangar. Those remain available for the City to lease independently, which preserves an additional revenue stream for the airport alongside this proposal.

Operational Model: Outstation Base

This will operate as an outstation base rather than a daily-staffed shop, at least in year one. I will not be on-site at KIIB every day; I will schedule service trips in blocks, arriving with jobs lined up, completing them over several days to a week, and returning as new work accumulates. My home base is approximately a 30-minute flight from KIIB in my personal aircraft, which allows me to respond to urgent or AOG situations faster than the distance on paper suggests, schedule permitting.

- Winter months: KIIB positioned as a base for heavier, longer-duration maintenance projects that are well suited to an outstation model.
- Summer months: Higher-cadence visits focused on agricultural and local aircraft, aligned with spray season demand.

This model lets the City see a qualified A&P/IA actively serving the field without the cost or risk of guaranteeing a full-time position the current activity level cannot yet support. As volume grows, particularly if the anticipated charter and flight-training interest at KIIB materializes, I would expect on-site frequency to increase accordingly.

Marketing and Growth Plan

My role in growing activity at KIIB is directly tied to the City's stated goals for the airport:

- Recruiting outside maintenance traffic, agricultural and general aviation aircraft from across the region, via my existing referral network, converting Independence from a pass-over field into a maintenance destination. When the ad campaign starts, I will actively market the Independence base for aircraft in this region.
- Serving as the maintenance-support piece needed to unlock other stalled activity at the field: I understand there is local interest in establishing a charter operation and a flight school at KIIB, both of which depend in part on having a resident mechanic in place. I have access to aircraft and instructors and am open to establishing the flight school myself once the maintenance base is running, rather than waiting on a separate operator if those plans do not materialize.
- Each outside aircraft serviced at KIIB represents landing activity, potential fuel purchases, and a data point supporting the airport's FAA activity-based funding, value that is not captured by a simple base-rent calculation.

Financial Viability and Funding Plan

This proposal is self-funded. Start-up costs for tooling, equipment, and initial operations at KIIB will be funded directly from my existing, profitable mobile maintenance operation meaning there is no external financing contingency or funding risk to the City.

Long-Term Staffing and Industry Support

Beyond this proposal, my broader goal is to build something that does not yet exist in aviation maintenance, which is a structured career pathway program. Pathway programs on the pilot side are common, taking someone with zero aviation exposure through to a career as an airline pilot. I am building an equivalent system on the maintenance side, designed to take someone with no experience through to eventually running their own shop within the Aircraft MD network.

The typical pipeline would start with high school students gaining early exposure through work-release programs and internships. Interested students would then have the option to attend college with tuition and housing covered by Aircraft MD, repaid through a contractual return-to-work agreement at a slightly reduced A&P hourly wage over three years. From there, they would be able to return to school for their IA rating and step into an oversight role within their home shop. After several years of experience, they would have the opportunity to relocate and take on a head manager role at a new base, establishing the same pipeline in that community.

Independence would be well suited to serve as an early location for this program, particularly within the turbine and agricultural specialty areas already central to this proposal. Beyond producing qualified mechanics, a program like this would give local students a direct path into aviation, build long-term interest in the industry within the community, and support a sustained cycle of growth for the airport and the region alike.

Section IV: Lease Proposal

Requested Space

- Main Terminal Building hangar space (approx. 80' x 75', 55' x 16' door).
- Attached tool room.
- Optional upstairs office space, if available.

The T-hangar and vault hangar are intentionally excluded from this request and remain available for the City to lease separately.

Proposed Rent Structure

In response to the RFP's invitation (Section VIII) for creative lease considerations, I am proposing a no-base-rent structure for the initial one-year term, with the tenant (Aircraft MD LLC) responsible for all utilities on the leased space.

The rationale: the space requested is currently unequipped shell space generating no maintenance activity, no associated fuel sales, and no service availability for the airport's based aircraft or the surrounding agricultural community. As a single-operator business in its first year at a new location, the realistic revenue available from based-aircraft work alone is small. The value I bring to the City would not be measured in a monthly rent check, but in the outside traffic, fuel sales, and activity growth this base is specifically designed to generate. I am also independently absorbing the full cost of adding KIIB to my liability insurance coverage to satisfy the City's needs.

Proposed rent: \$0 base rent for the initial one-year term; tenant responsible for all utilities on the leased space.

Consideration provided in lieu of rent: Recruitment of outside maintenance traffic to KIIB; restoration of local mechanic access for based aircraft owners; the maintenance-support foundation needed for other interested parties (charter, flight training) to move forward at the field; and the additional considerations below.

Facility upkeep: As the on-site tenant, I will take on basic day-to-day upkeep of the immediate hangar area — general cleanliness, minor building issue reporting, and coordination with the City on any facility needs observed.

Fuel activity: I will fuel my own aircraft at KIIB during rotation visits, and will direct outside customers bringing aircraft to Independence to do the same where practical, creating a direct, ongoing contribution to the City's primary revenue source that scales with the outside traffic this proposal is built to generate.

Proposed Lease Term

Initial term: One (1) year, which is shorter than the RFP's suggested three-year term by design. This is a new operating model for both parties; a one-year term lets the City and me evaluate real, observed results before committing to a longer arrangement: outside traffic generated, activity levels, based-aircraft engagement, and volume of local work.

Renewal: At the end of year one, I propose the City and I meet to review activity data and jointly determine next steps: continuation on similar terms, a transition toward standard market rent as the base matures and volume increases, or an adjusted arrangement reflecting what was actually observed. This structure is intended to give the City confidence in this decision without a long-term commitment either party is not yet able to fully evaluate.

Proposed start date: September 21, 2026.

Section V: Insurance Documentation

I currently carry aircraft maintenance liability coverage supporting my mobile operations across the Midwest. I am in the process of working with my insurance broker to add Independence Municipal Airport to that policy, with quotes currently being finalized to meet or exceed the RFP's minimum 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 listed as additional insured

A current certificate of insurance reflecting KIIB coverage will be provided to the City prior to the September 21, 2026 start date outlined in this proposal.

Section VI: Operational Commitments

On-Site Availability

As described in Section III, this will operate as an outstation base rather than a daily-staffed shop in year one. I will communicate my rotation schedule to the Airport Director in advance, and my home base's proximity, which is roughly 30 minutes by air, allows for faster-than-expected response to urgent needs outside scheduled visits, as flying and work schedules allow.

Unicom Monitoring

I will monitor Unicom while on-site at KIIB, and will coordinate with the Airport Director on expectations for coverage during periods when I am off-site.

Meetings and Facility Support

I will participate in Airport Commission meetings and support general facility maintenance efforts to the extent consistent with my rotational schedule, and will establish a regular communication cadence with the City so activity and progress remain visible between visits.

Optional Services

Flight Training / Charter Support: I understand there is local interest in establishing charter and flight-training operations at KIIB, and that a resident mechanic has been a missing piece for those efforts to move forward. I am prepared to go further than supporting these efforts. I have access to aircraft and instructors and am open to establishing a flight school at KIIB myself as the maintenance base becomes established. This would give the City a single, accountable partner solving both the maintenance and flight-training gaps that have limited activity at the field, rather than depending on multiple parties to independently fall into place.

Aircraft Sales / Pilot Supply Sales: Open to exploring as the base matures and demand is demonstrated; not part of the initial phase of this proposal.

Closing Summary

Independence Municipal Airport has been looking for a maintenance services provider, and the City's own goals for this RFP point to activity, not just occupancy, as the real objective. This proposal is built around that objective directly: rather than asking what rent I can pay for empty hangar space, I am proposing what I can bring to the field, outside maintenance traffic recruited through an established regional referral network, direct fuel activity, hands-on facility upkeep, and the resident mechanic presence that local charter and flight-training interest has reportedly been waiting on, including a flight school I am prepared to establish myself. I am proposing a one-year initial term specifically so the City can evaluate this model against real results before committing further, while giving Independence a genuine chance to become a maintenance destination rather than a field aircraft fly over.

I welcome the opportunity to discuss this proposal in more detail and answer any questions the Commission may have.

Thank you for your consideration,

Philip Krzyszton, Aircraft MD LLC



REQUEST FOR PROPOSALS (RFP)

SCORE COMPILATION SHEET

Mechanic (IA) Services
Independence Municipal Airport

Proposer Name: _____

Board Member Name: _____

Review Date: _____

Instructions:

Evaluators shall score each proposal based on the criteria listed below. Scores should reflect the proposer's ability to meet the operational, technical, and long-term needs of the Independence Municipal Airport. Points awarded for each category may not exceed the maximum points indicated.

Evaluation Criteria

1. Mechanic Services Experience.

Maximum Points: 30

Consider the proposer's experience providing IA mechanic services, familiarity with general aviation airport operations, and experience in similar operational environments.

Points Awarded (0–30): _____

Comments:



2. Operational Plan.

Maximum Points: 15

Evaluate the clarity, feasibility, and effectiveness of the proposed operational plan, including staffing, hours of operation, response capabilities, and coordination with airport operations.

Points Awarded (0–15): _____

Comments:

3. Qualifications and References.

Maximum Points: 15

Assess certifications, licenses, personnel qualifications, and references demonstrating the proposer's ability to provide compliant and reliable mechanic services.

Points Awarded (0–15): _____

Comments:

4. Business Plan for Growth, Stability, and Marketing.

Maximum Points: 20

Evaluate the proposer's demonstrated business plan, long-term stability, commitment to growth, and marketing efforts that support airport activity and community engagement.

Points Awarded (0–20): _____

Comments:



5. Interview Presentation and Proposal Quality.

Maximum Points: 20

Evaluate the quality, organization, and completeness of the written proposal, as well as the effectiveness and professionalism of the interview presentation, if applicable.

Points Awarded (0–20): _____

Comments:

Individual Evaluator Scores

Evaluation Category	Max Points	Points Awarded
Mechanic Services Experience	30	_____
Operational Plan	15	_____
Qualifications and References	15	_____
Business Plan for Growth, Stability & Marketing	20	_____
Interview & Proposal Quality	20	_____
TOTAL SCORE	100	_____



Airport Board Memorandum

To: Airport Board

From: Brett Soukup, Airport Director

Date of Meeting: September 2, 2026

Item Title: Airport Manager Update

Background:

Monthly Airport Report

Fuel Sales

Fuel sales have remained steady during the reporting period. We will be preparing to purchase another load of both 100LL and Jet A fuel within the next couple of weeks. Fuel prices are still not necessarily trending downward at this time.

Equipment

We had one of the brackets that holds one of the rear wheels on the large bifold mower break off. I had to obtain a piece of steel and take it to Streeter's shop so I could re-welded and repaired. The equipment has since been fixed and is back in service.

Other than this repair, everything else appears to be running well. We have been doing an immense amount of mowing and can barely keep up with the grass growth. Hopefully, the grass will slow down a little as we move further into the season.

Miscellaneous

I have been working consistently to get aircraft organized in preparation for Waterloo closing down. We anticipate having five different aircraft stay at the airport for several weeks during September. We are currently preparing contracts for each aircraft as they arrive.

We also had a group of 16 people fly into the airport unexpectedly. The group was called the (Fog) older gentlemen who travel to different airports, have breakfast, and then continue on to another airport. Their arrival brought several aircraft together on the south ramp, creating what was essentially a small impromptu fly-in. It was neat to see the activity build up on the ramp without any advance notice.

We are also looking forward to hosting a group of six to seven aircraft from the Flying Dentist Association for a long weekend. They will be participating in several different activities at the airport. We look forward to having them here and welcoming the group to Independence.

Community Engagement

We hosted Kidsville Daycare at the airport. A huge thank you to Robert Federhofer for coming in and helping with the visit. He showed the children his airplane and spent time talking with them and answering their questions.

At the end of the visit, airport staff gave the children a tour of the rest of the airport, showing them around and explaining some of the ins and outs of airport operations.

We are also continuing to work on finishing the planning for our Fly-In scheduled for September 26. We have several vendors and activities lined up and are looking forward to having a great event.

Recommendation:

Discussion on this.

Attachments:

None



Airport Board Memorandum

To: Airport Board

From: Susi Lampe, CMC, IaCMC, IaCFO, Assistant City Manager/City Clerk/Treasurer

Date of Meeting: September 2, 2026

Item Title: Revenues and Expenses to Date

Background:

Attached is documentation showing the revenues and expenses to date – for the Airport Board's Information only.

Recommendation:

This item is for informational purposes only; no motion is needed or recommended.

Attachments:

1. Airport 8-27-26



City of Independence
Budget Report
 Airport as of 8/26/2026

Percent of Fiscal YTD 16.7 %

2027 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
001 - GENERAL FUND	\$194,804.00	\$13,898.78	\$42,852.00	22.0%	\$151,952.00
43 - USE OF MONEY & PROPERTY					
001-280-4310 - HANGAR RENT	\$47,930.00	\$1,110.61	\$6,438.04	13.4%	\$41,491.96
001-280-4311 - FARM LEASE	\$16,874.00	\$0.00	\$0.00	0.0%	\$16,874.00
47 - MISCELLANEOUS REVENUE					
001-280-4710 - REIMBURSEMENTS	\$0.00	\$0.00	\$10.65	0.0%	\$10.65
001-280-4750 - MERCHANDISE SALES	\$130,000.00	\$12,788.17	\$36,403.31	28.0%	\$93,596.69
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$1.86	0.0%	\$1.86
43 - USE OF MONEY & PROPERTY					
018-280-4300 - INTEREST	\$0.00	\$0.00	\$1.86	0.0%	\$1.86
323 - CAP OUTLAY SAVINGS/LOST	\$351,250.00	\$0.00	\$5,000.00	1.4%	\$346,250.00
44 - INTERGOVERNMENTAL					
323-280-4400 - FEDERAL GRANTS	\$351,250.00	\$0.00	\$0.00	0.0%	\$351,250.00
47 - MISCELLANEOUS REVENUE					
323-280-4710 - REIMBURSEMENTS	\$0.00	\$0.00	\$5,000.00	0.0%	\$5,000.00
TOTAL REVENUE	\$546,054.00	\$13,898.78	\$47,853.86	8.8%	\$498,200.14



City of Independence
Budget Report
 Airport as of 8/26/2026

Percent of Fiscal YTD 16.7 %

2027 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001 - GENERAL FUND	\$327,014.00	\$13,642.41	\$24,956.75	7.6%	\$302,057.25
280 - AIRPORT	\$327,014.00	\$13,642.41	\$24,956.75	7.6%	\$302,057.25
60 - SALARIES AND WAGES	\$100,808.00	\$7,171.71	\$13,843.73	13.7%	\$86,964.27
001-280-6010 - SALARIES - FULL-TIME	\$82,626.00	\$5,156.81	\$10,337.79	12.5%	\$72,288.21
001-280-6020 - SALARIES - PART-TIME	\$14,900.00	\$1,307.13	\$2,301.70	15.4%	\$12,598.30
001-280-6030 - HOURLY WAGES - TEMPORARY	\$0.00	\$478.13	\$962.51	962.5%	\$962.51
001-280-6040 - WAGES - OVERTIME	\$3,282.00	\$229.64	\$241.73	7.4%	\$3,040.27
61 - EMPLOYEE BENEFITS & COSTS	\$2,500.00	\$126.94	\$253.88	10.2%	\$2,246.12
001-280-6143 - ICMA RC - CITY SHARE	\$1,500.00	\$76.94	\$153.88	10.3%	\$1,346.12
001-280-6181 - UNIFORM ALLOWANCE	\$400.00	\$0.00	\$0.00	0.0%	\$400.00
001-280-6184 - CELL PHONE ALLOWANCES	\$600.00	\$50.00	\$100.00	16.7%	\$500.00
62 - STAFF DEVELOPMENT	\$4,000.00	\$0.00	\$0.00	0.0%	\$4,000.00
001-280-6230 - TRAINING	\$3,200.00	\$0.00	\$0.00	0.0%	\$3,200.00
001-280-6240 - MTGS/CONFERENCES/MILES	\$800.00	\$0.00	\$0.00	0.0%	\$800.00
63 - REPAIR, MAINT & UTILITIES	\$55,100.00	\$4,124.02	\$6,954.22	12.6%	\$48,145.78
001-280-6310 - BUILDING MAINT & REPAIR	\$5,000.00	\$299.98	\$332.96	6.7%	\$4,667.04
001-280-6320 - GROUNDS/RUNWAY MAINT & ...	\$10,000.00	\$0.00	\$59.94	0.6%	\$9,940.06



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 Airport as of 8/26/2026

Percent of Fiscal YTD 16.7 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$1,406.28	\$2,936.35	41.9%	\$4,063.65
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$1,534.20	\$1,698.57	24.3%	\$5,301.43
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$747.26	\$1,443.73	6.9%	\$19,556.27
001-280-6373 - COMMUNICATIONS ...	\$2,600.00	\$136.30	\$287.23	11.0%	\$2,312.77
001-280-6399 - OTHER MAINTENANCE/REPAIR	\$2,500.00	\$0.00	\$195.44	7.8%	\$2,304.56
64 - CONTRACTUAL SERVICES	\$40,306.00	\$2,134.03	\$2,178.03	5.4%	\$38,127.97
001-280-6407 - ENGINEERING	\$5,000.00	\$0.00	\$0.00	0.0%	\$5,000.00
001-280-6408 - PROPERTY & CASUALTY ...	\$31,856.00	\$1,926.00	\$1,926.00	6.0%	\$29,930.00
001-280-6409 - JANITORIAL	\$1,800.00	\$14.99	\$14.99	0.8%	\$1,785.01
001-280-6412 - MEDICAL EXPENSE - DOCTOR	\$50.00	\$26.99	\$70.99	142.0%	(\$20.99)
001-280-6413 - PAYMENTS TO OTHER AGENCIES	\$600.00	\$150.00	\$150.00	25.0%	\$450.00
001-280-6498 - REFUNDS	\$1,000.00	\$16.05	\$16.05	1.6%	\$983.95
65 - COMMODITIES	\$124,300.00	\$85.71	\$1,726.89	1.4%	\$122,573.11
001-280-6503 - MERCHANDISE FOR RE-SALE	\$115,000.00	\$0.00	\$0.00	0.0%	\$115,000.00
001-280-6506 - OFFICE SUPPLIES	\$5,500.00	\$0.00	\$46.74	0.8%	\$5,453.26
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$85.71	\$1,680.15	56.0%	\$1,319.85
001-280-6510 - SPECIAL & SAFETY EQUIPMENT	\$800.00	\$0.00	\$0.00	0.0%	\$800.00
112 - EMPLOYEE BENEFITS	\$55,360.00	\$3,241.17	\$5,314.48	9.6%	\$50,045.52



City of Independence
Budget Report
 Airport as of 8/26/2026

Percent of Fiscal YTD 16.7 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
280 - AIRPORT	\$55,360.00	\$3,241.17	\$5,314.48	9.6%	\$50,045.52
61 - EMPLOYEE BENEFITS & COSTS	\$55,360.00	\$3,241.17	\$5,314.48	9.6%	\$50,045.52
112-280-6110 - FICA - CITY/AIRPORT	\$7,712.00	\$536.14	\$1,034.02	13.4%	\$6,677.98
112-280-6130 - IPERS - CITY/AIRPORT	\$9,517.00	\$1,215.98	\$1,215.98	12.8%	\$8,301.02
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$0.00	\$0.00	0.0%	\$1,289.00
112-280-6150 - GROUP INSURANCE/AIRPORT	\$28,842.00	\$1,480.06	\$2,961.50	10.3%	\$25,880.50
112-280-6154 - EMPLOYEE SELF-FUNDING INS/AIR	\$8,000.00	\$8.99	\$102.98	1.3%	\$7,897.02
323 - CAP OUTLAY SAVINGS/LOST	\$439,000.00	\$1,670.00	\$12,107.12	2.8%	\$426,892.88
280 - AIRPORT	\$439,000.00	\$1,670.00	\$12,107.12	2.8%	\$426,892.88
67 - CAPITAL OUTLAY	\$439,000.00	\$1,670.00	\$12,107.12	2.8%	\$426,892.88
323-280-6727 - AIRPORT-CAP OUTLAY/EQUIPMENT	\$439,000.00	\$1,670.00	\$12,107.12	2.8%	\$426,892.88
TOTAL EXPENSE	\$821,374.00	\$18,553.58	\$42,378.35	5.2%	\$778,995.65

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$132,210.00)	\$256.37	\$17,895.25	13.0%	(\$150,105.25)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$1.86		(\$1.86)
112 - EMPLOYEE BENEFITS	(\$55,360.00)	(\$3,241.17)	(\$5,314.48)	9.6%	(\$50,045.52)
323 - CAP OUTLAY SAVINGS/LOST	(\$87,750.00)	(\$1,670.00)	(\$7,107.12)	2.2%	(\$80,642.88)



City of Independence
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Airport as of 8/26/2026

Percent of Fiscal YTD 16.7 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
TOTAL (REV LESS EXP)	(\$275,320.00)	(\$4,654.80)	\$5,475.51	6.6%	(\$280,795.51)