



AIRPORT BOARD MEETING

Wednesday, March 05, 2025 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
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. Engineer Update
6. Chairman/City Manager Update
7. Airport Manager Update
8. FBO Update
9. T Hanger Rates For 2025
10. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



Wednesday, February 5, 2025
Airport Board minutes

City Hall Council chambers

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

Call to Order at 4:58 pm by Chairman Dan Callahan.

Roll Call: Present- Callahan, Rottinghaus, Merritt, Payne, and Pilcher

Approve the Agenda: Motion- Merritt Second- Rottinghaus Ayes- All

Approve the Minutes: Motion- Pilcher Second- Rottinghaus Ayes- All

Public comment: none

NEW BUSINESS

Election of Officers for 2025: President: Callahan **Vice President:** Pilcher
Secretary: Merritt.

Callahan asked if anyone did NOT want to be retained at their position on the board. Motion- by Pilcher and Second by Payne to retain Callahan as President and Pilcher as Vice President. All Ayes. Payne stated she felt it was time for someone else to be secretary. Jones volunteered to be secretary. Callahan motioned, and Pilcher Second was all Ayes.

Presentation: Mike Jones attended through Teams and presented ways to grow the airport. Merritt participated in a presentation in 2024, and we invited him to expound on what Merritt reported. We are doing well in some areas, and he gave us a lot to think about in the future. Most of this comes down to money we don't currently have, but he suggested areas to try and get funding or grants, such as Black Hawk County gaming, T-Mobile Community grants, and farm organizations. Jeff suggested Farm Bureau, Soybean Association, and Corn Growers Association. Mr. Jones offered to do what he could to help. There was a lot of good discussion about our website and the promotion of the attractions nearby. There was a lot of back and forth and good information.

Engineer Update: Carl was unavailable to attend. We are still waiting on the flight check. Due to the weather, they are dragging their feet.

Chairman/City Manager Update: Matt did not have much to report. Things will be tight in the budget across the City as a whole. He talked a little about the website and will check if things can be redirected to our airport portion of the website.

Airport Manager Update: Brett submitted his report, which was accepted. Brett added that he compared our hangar rents with those of other airports, and we are comparable. This will be discussed more at our March meeting. Information was also presented on the fuel summary for 2024.

FBO Update: They submitted their report, which was accepted. Things are still down a little but should be on an upswing with warmer weather. It was also suggested that Cole be involved with the marketing of the airport.

Revenues and Expenses to Date comments: There were no questions about the past month. We looked at balances. Things will be tighter next fiscal year – attention was brought to insurance raising 65% this coming year as one of the biggest increases.

ADJOURNMENT: The meeting was adjourned at 6:25 pm
Motion- Pilcher Second- Rottinghaus Ayes- All

Respectfully submitted,
Janet Payne.



CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM

Item #7.

TO: Airport Board

FROM: Brett Soukup, Airport Director

DATE OF MEETING: March 5th, 2025

ITEM TITLE: Report – (March 2025 Airport Report)

Fuel Sales Update

- 100LL – 588 gal
- Jet A –199 gal.

- Grounds:
 - Voltmer was present during the flight check. Bolton and Menk were also in attendance. Everyone wanted to be present in case there were any issues that could be taken care of while the airplane was still here.

- Equipment:
 - Working on doing annual services on equipment.

- Miscellaneous:
 - We have an intern from Independence High School. He will be at the airport for roughly eight weeks or 25 hours, whichever comes first. He is interested in becoming a commercial pilot and wants to see how the airport operates and functions daily.
 - A student from Jessup High School Asked if he could help us with a couple of projects at the airport. He is currently putting ideas together for one project. I asked him if he could help us start looking at and/or developing ideas for the website design.
 - We painted a couple of the Walls upstairs, as they were starting to get pretty beat up. We will start doing some touch-up painting in a few different places.

Independence Airport

FBO Manager

Airport Board,

Traffic:

- ✘ We had four charter flights this month, two jets and a Cessna 206.
- ✘ Chem Air will be starting operations back up mid-March.

Testing Center:

- ✘ Test centers availability, Monday- Friday 8am through 4pm.
- ✘ We administer 9 tests in February.
- ✘ In February we had 3 people come in for I9 verification

Training:

- ✘ Kade is our full-time instructor, while Tim and Malcom are our part-time instructors.
- ✘ February, we had a total of 11.5 hours of flight instruction and 9.5 hours of ground training.
- ✘ Three pilots from out of state came to KLIB for our accelerated multi-engine course this month.

Maintenance:

- ✘ We are still offering a 15% discount to first-time maintenance customers.
- ✘ This month our mechanics worked on P&N's Helicopter, Malibu, Arrow, and one of our four Cessnas.
- ✘ Installed an attitude indicator on a Mooney.



City of Independence
Airport Board
MEMORANDUM

Item #9.

TO: Airport Board
FROM: Brett Soukup Airport Director
DATE OF MEETING: March 5, 2024
SUBJECT: T-Hanger Rates For 2025

BACKGROUND:

The airport board asked staff to investigate surrounding areas to compare T-Hanger rates for comparable airports.

RECOMMENDATION:

With the research done, staff recommends that T-Hager rates stay the same.



**City of Independence
Airport Board
MEMORANDUM**

Item #10.

TO: Airport Board
FROM: Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: March 5, 2025
SUBJECT: Revenues and Expenses to date – *Information Only*

BACKGROUND:

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

DISCUSSION:

This is for information only; no discussion is necessary.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Engaging and Catalyzing Community. This item helps achieve that vision by being transparent and sharing the City's financials.

FINANCIAL CONSIDERATION:

N/A

RECOMMENDATION:

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

BUDGET REPORT
CALENDAR 2/2025, FISCAL 8/2025

PCT OF FISCAL YTD 66.6%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,700.00	23.69	21,580.00
001-280-4311	FARM LEASE	18,998.00	.00	9,499.20	50.00	9,498.80
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	6,400.00	52.03	5,900.00
001-280-4313	AIRCRAFT FUEL AGRMT @ 10 CENTS	.00	.00	.00	.00	.00
001-280-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
001-280-4440	STATE GRANTS	.00	.00	.00	.00	.00
001-280-4705	DONATIONS	.00	.00	150.00	.00	150.00-
001-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
001-280-4715	REFUNDS	316.00	.00	315.99	100.00	.01
001-280-4750	MERCHANDISE SALES	130,000.00	5,299.97	81,769.38	62.90	48,230.62
	AIRPORT TOTAL	189,894.00	6,099.97	104,834.57	55.21	85,059.43
	TOTAL REVENUE	189,894.00	6,099.97	104,834.57	55.21	85,059.43
001-280-6010	SALARIES - FULL-TIME	61,959.00	4,766.40	40,420.07	65.24	21,538.93
001-280-6020	SALARIES - PART-TIME	3,000.00	35.75	1,198.13	39.94	1,801.87
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	.00	843.66	64.80	458.34
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.94	653.86	65.39	346.14
001-280-6170	UNEMPLOYMENT COMPENSATION	317.00	.00	316.52	99.85	.48
001-280-6181	UNIFORM ALLOWANCE	300.00	26.80	265.58	88.53	34.42
001-280-6184	CELL PHONE ALLOWANCES	600.00	50.00	400.00	66.67	200.00
001-280-6230	TRAINING	.00	.00	20.23	.00	20.23-
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	36.03	913.38	18.27	4,086.62
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	.00	4,850.08	48.50	5,149.92
001-280-6331	VEHICLE OPERATIONS	5,000.00	84.08	2,919.66	58.39	2,080.34
001-280-6332	VEHICLE REPAIRS	5,000.00	14.00	4,593.15	91.86	406.85
001-280-6371	ELECTRIC/GAS UTILITIES	21,000.00	2,171.42	8,150.31	38.81	12,849.69
001-280-6372	GARBAGE/RECYCLING	3,750.00	311.95	2,442.76	65.14	1,307.24
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,200.00	215.61	1,646.10	74.82	553.90
001-280-6399	OTHER MAINTENANCE/REPAIR	2,000.00	.00	34.99	1.75	1,965.01
001-280-6407	ENGINEERING	2,500.00	.00	.00	.00	2,500.00
001-280-6408	PROPERTY & CASUALTY INSURANCE	32,084.00	.00	1,594.00	4.97	30,490.00
001-280-6409	JANITORIAL	1,500.00	34.94	569.25	37.95	930.75
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	14.52	14.52	85.48
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	200.00	330.00	66.00	170.00
001-280-6498	REFUNDS	.00	.00	700.00	.00	700.00-
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	511.22	7,485.60	59.88	5,014.40
001-280-6503	MERCHANDISE FOR RE-SALE	120,000.00	.00	83,471.18	69.56	36,528.82
001-280-6506	OFFICE SUPPLIES	2,500.00	.00	491.04	19.64	2,008.96
001-280-6507	OPERATING SUPPLIES	2,000.00	51.99	720.80	36.04	1,279.20
001-280-6510	SPECIAL & SAFETY EQUIPMENT	500.00	.00	205.64	41.13	294.36
001-280-6710	CIP 323 FUND-DO NOT USE/AMEND	.00	.00	.00	.00	.00
001-280-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
	AIRPORT TOTAL	297,112.00	8,587.13	165,250.51	55.62	131,861.49

BUDGET REPORT
CALENDAR 2/2025, FISCAL 8/2025**PCT OF FISCAL YTD 66.6%**

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	297,112.00	8,587.13	165,250.51	55.62	131,861.49
		=====	=====	=====	=====	=====
	GENERAL FUND TOTAL	107,218.00-	2,487.16-	60,415.94-	56.35	46,802.06-
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	16.39	.00	16.39-
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	AIRPORT TOTAL	.00	.00	16.39	.00	16.39-
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	TOTAL REVENUE	.00	.00	16.39	.00	16.39-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	.00	.00	.00	.00	.00
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	TOTAL EXPENSES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	AIRPORT REPLACEMENT FUND TOTA	.00	.00	16.39	.00	16.39-
		=====	=====	=====	=====	=====
112-280-6110	FICA - CITY/AIRPORT	5,069.00	355.30	3,151.22	62.17	1,917.78
112-280-6130	IPERS - CITY/AIRPORT	6,256.00	.00	3,556.67	56.85	2,699.33
112-280-6131	WORKERS COMP/AIRPORT	1,289.00	.00	39.76	3.08	1,249.24
112-280-6142	PENSION - CITY MANAGER	.00	.00	.00	.00	.00
112-280-6143	ICMA RC - CITY SHARE	.00	.00	.00	.00	.00
112-280-6150	GROUP INSURANCE/AIRPORT	16,739.00	1,333.67	9,275.93	55.42	7,463.07
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	433.00	2,755.40	68.89	1,244.60
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	33,353.00	2,121.97	18,778.98	56.30	14,574.02
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	TOTAL EXPENSES	33,353.00	2,121.97	18,778.98	56.30	14,574.02
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	33,353.00	2,121.97	18,778.98	56.30	14,574.02
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 2/2025, FISCAL 8/2025**PCT OF FISCAL YTD 66.6%**

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-280-4705	CONTRIBUTIONS-2016 TAXIWAY WIDN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-4400	AIRPORT AWOS FEDERAL GRANTS	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-4440	AIRPT. HANGAR EXTEN. STATE GRA	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-4400	AIRPT PARALLEL TAXIWAY FED GRA	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-4400	AIRPT. RUNWAY RECONST. FED GRA	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-4400	AIRPT SNOW REMOVAL EQ. FED GRA	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-4400	AIRPORT BUILDINGS FEDERAL GRAN	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-4440	AIRPORT SIGNAGE STATE GRANT	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-288-4400	AIRPT. RUNWAY EXTES. FED. GRAN	.00	.00	.00	.00	.00
318-288-4440	AIRPT. RUNWAY EXTENS. STATE GR	.00	.00	.00	.00	.00
	AIRPORT RUNWAY EXTENSION TOTA	.00	.00	.00	.00	.00
318-289-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
318-289-4440	AIRPORT ZONING STATE GRANT	.00	.00	.00	.00	.00
318-289-4466	AIRPORT ZONING LOCAL GRANT	.00	.00	.00	.00	.00
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT

CALENDAR 2/2025, FISCAL 8/2025

PCT OF FISCAL YTD 66.6%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL REVENUE	.00	.00	.00	.00	.00
318-280-6407	ENGINEERING-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
318-280-6411	LEGAL-2016 TAXIWAY WIDENING	.00	.00	.00	.00	.00
318-280-6499	CONTRACTUAL-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-6407	AIRPORT AWOS ENG FEES	.00	.00	.00	.00	.00
318-281-6499	AIRPORT AWOS ACCESS RD PROJECT	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-6407	AIRPORT HANGER EXTENSION ENG F	.00	.00	.00	.00	.00
318-282-6499	AIRPORT HANGAR EXT PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-6407	AIRPORT PARALLEL TAXIWAY ENG F	.00	.00	.00	.00	.00
318-283-6499	AIRPORT PARALLEL TAXIWAY PROJE	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-6499	AIRPORT RUNWAY RECON CAP PROJ	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-6407	SNOW REMOVAL EQUIPMENT ENG FEE	.00	.00	.00	.00	.00
318-285-6499	SNOW REMOVAL EQUIP PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-6750	AIRPORT BUILDINGS	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-6499	AIRPORT SIGNAGE	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 2/2025, FISCAL 8/2025

PCT OF FISCAL YTD 66.6%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	CAP PROJ - AIRPORT TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
323-280-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
323-280-4710	REIMBURSEMENTS	6,281.00	.00	6,281.79	100.01	.79-
323-280-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	6,281.00	.00	6,281.79	100.01	.79-
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	TOTAL REVENUE	6,281.00	.00	6,281.79	100.01	.79-
323-280-6727	AIRPORT-CAP OUTLAY/EQUIPMENT	25,000.00	.00	16,000.00	64.00	9,000.00
323-280-6799	AIRPORT-OTHER CAPITAL OUTLAY	.00	.00	286.52	.00	286.52-
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	25,000.00	.00	16,286.52	65.15	8,713.48
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	25,000.00	.00	16,286.52	65.15	8,713.48
		=====	=====	=====	=====	=====
	CAP OUTLAY SAVINGS/LOST TOTAL	18,719.00-	.00	10,004.73-	53.45	8,714.27-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	AIRPORT TOTAL (REV LESS EXP)	159,290.00-	4,609.13-	89,183.26-	55.99	70,106.74-
		=====	=====	=====	=====	=====