



**Wednesday, December 3, 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 5:00 p.m. by Chairman Dan Callahan.

Roll Call:

Present – Callahan, Rottinghaus, Payne, and Pilcher

Others in attendance – City Manager Matthew Schmitz, Airport Director Brett Soukup, Engineer Carl Byers, and Steve Streeter.

Approve the Agenda:

Motion – Callahan Second – Rottinghaus Ayes – All

Approve the Minutes:

Motion – Rottinghaus Second – Payne Ayes – All

Public Comment: None

NEW BUSINESS

RFQ for Engineering Services

Bolton & Menk were the only firm to submit a proposal for Snow Removal Equipment (SRE). The Board reviewed the scoring sheet and discussed the proposal. Based on this review, the Board recommended forwarding Bolton & Menk to the City Council for approval of the project. Additional discussion focused on the specific equipment needs of the city, including whether a tractor or payloader would be more appropriate. It was determined that a tractor equipped with a snow blower and a front-box blade would be the most efficient option for the airport's needs. This project is funded at 95% FAA participation with a 5% local match.

Motion – Pilcher Second – Rottinghaus Ayes – All

Final CIP Review

There was minimal discussion regarding the final Capital Improvement Plan (CIP) review, as it had been discussed on two prior occasions. Board members acknowledged that the CIP is a living document that may change annually.

Motion – Pilcher Second – Rottinghaus Ayes – All

Action to submit the final draft to the City Council for approval, allowing City staff to forward it to the FAA.

Discussion Regarding Future Fuel Supply Contract.

The City currently utilizes Avfuel for aviation fuel supply at Independence Municipal Airport. As the current agreement approaches its renewal or review period, discussions are underway regarding future fueling needs and operational requirements. Airport Director Brett Soukup reviewed Avfuel's proposal with the Board and discussed the services offered, including card processing systems, contract fuel programs, and online account management tools. The Board expressed particular interest in Avfuel's marketing and advertising support, which could help increase airport visibility and attract additional customers to IIB. Additional equipment assistance and infrastructure upgrades offered by Avfuel were also discussed. The Board acknowledged the ongoing efforts of the Airport Director in these discussions.

Chairman / City Manager Update.

City Manager Matthew Schmitz provided an update regarding hangar keepers' insurance for the airport. The city obtained a quote and elected to increase coverage limits to reflect the expanded duties of the Airport Director, who is functioning in a role similar to an FBO. The goal is to ensure adequate insurance coverage for City operations.

Chairman Callahan expressed his appreciation for the opportunity to serve on the Airport Board and thanked the City for the experience. He noted that it was time for new members and fresh perspectives to join the Board.

Airport Director Update.

The Airport Director provided a brief update on his submitted report. Regarding the RFPs currently out for mechanic services and flight instruction, two prospective operators have reached out to schedule airport tours. Due to weather conditions, these visits have been delayed. The Board viewed this interest as a positive development and looks forward to future updates.

Revenues and Expenses to Date.

The Board discussed revenues and expenses to date. It was noted that a budget amendment will be required due to increased part-time wage expenses associated with taking over office operations. City staff were aware of this adjustment at the time of the transition, and the amendment will offset the increased costs within the appropriate line item.

Adjournment Time: 6:07 p.m.

Motion – Payne Second – Rottinghaus Ayes – All

Submitted by,
Airport Director