



Wednesday, April 1, 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 p.m. by Vice Chair Merritt Jones

Roll Call:

Present – Janet Payne, Merritt Jones, and Brad Lichty,

Absent: Excused Jeff Rottinghaus, Vicki Pilcher

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

Approve the Agenda:

Motion - Lichty Second – Payne Ayes – All

Approve the Minutes:

Motion - Lichty Second – Payne Ayes – All

Approve Special Meeting Minutes:

Motion - Pilcher Second – Lichty Ayes - All

Public Comment:

Steve Streeter asked the city to reconsider allowing them to return to the airport and lease the vault hangar on a short-term, month-to-month basis. He stated that having them back would help the city by providing an on-site mechanic until a permanent solution is found. Previously, they paid \$575 per month, which included one T-hangar. They are requesting a reduced rate of \$250 per month if allowed to return. This would be a temporary arrangement, and they would prefer to use the large hangar. It was discussed that if this request moves forward, it should be placed on the May agenda for further consideration. Since their lease was previously terminated early, the process would require a recommendation from the board before going to the City Council for final approval. Several steps would be required before any decision is made.

NEW BUSINESS

RFP- Status Update & Discussion:

Brett and Matt have attempted to contact Clint multiple times to connect with him, provide the contract for review, and discuss logistical details to ensure it meets the needs of both parties. However, they have not yet reached him. The Airport Board recommended allowing additional time for Clint to respond. Brett will also attempt to make contact through the airport as another approach. Currently, the Board recommends allowing a reasonable amount of time for a response. If Clint does not respond, the Board has directed Airport Director Brett to proceed with issuing an RFP and to begin advertising the position again.

Engineer Update:

Carl from Bolton & Menk attended the meeting to inform the City and Airport Board that state grant applications must be submitted soon. He wanted to ensure everyone was aware, so deadlines would not be missed. State grants typically require an 85% state match and a 15% local match. The Board discussed potential project ideas, subject to state approval, including roof repairs to the T-hangars and improvements to portions of the perimeter fence, as several fence posts are deteriorating. However, it was noted that local matching funds are currently limited due to budget constraints. Carl mentioned he would look into whether projects could be completed in phases, such as repairing sections of the perimeter fence. He also noted that the state often prefers full perimeter fence projects completed at once, which will require a wildlife study. Carl will gather more information and report back, including estimated local match requirements for potential projects.

Chairman/City Manager Updates:

There were no updates from the chairman/city manager.

Airport Director Update:

Brett, the report was accepted with no further comments.

Revenues and Expenses:

The budget report was reviewed for revenues and expenses to date.

Adjournment:

Meeting adjourned at 5:40 p.m.

Motion – Lichty Second – Payne Ayes – All

Submitted by: Brad Lichty, Secretary