



AIRPORT BOARD MEETING

Wednesday, April 03, 2024 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. FBO Lease
10. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



Wednesday, March 6, 2024
Airport Board minutes

Airport Terminal Building

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

Call to Order at 1703 pm by Chairman Dan Callahan.

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

Other attendees: None

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

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

Public comment: none

NEW BUSINESS

Engineer Update: given by Brett. The lighting project is on track for late summer or early fall.

Chairman/City Manager Update: Nothing significant to report.

Airport Manager Update: as reported.

FBO Update: As reported. Additions: testing picking up. 7 new flight students, may add an instructor to Independence on a part-time basis. They are doing more advertising and planning the 4th of July event.

Young Eagles event: The representative from Young Eagles did not attend as invited. The Board expressed concerns about the aircraft traffic flow the representative wanted and the safety of the children at the event. We encouraged the manager to use the rules giving him the ability to direct airport traffic.

Rules and Regulations Review: Minor revisions needed, decided not to send the revisions to the tenants prior to sending the revisions to the Council since the item has been on the agenda for several months. We will send the revisions to the Council on 1 April. Merritt so moved, Dan 2nd. 3 Ayes, 0 Nays.

Revenues and Expenses to Date comments: no discussion.

ADJOURNMENT: Motion-Merrit

Second- Rottinghaus

Ayes- All

Respectfully submitted,
Dan Callahan,
Chair



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board
FROM: Brett Soukup, Airport Manager
DATE OF MEETING: April 3rd, 2024
ITEM TITLE: Report – (April 2024 Airport Report)

Fuel Sales Update

- 100LL – 600 gal
- Jet A – 512 gal.

- Grounds:
 - We pushed a little bit of snow.
 - I did start doing some rolling in the yard when the weather was a little bit nicer.

- Equipment:
 - Changed the oil on the 7130 John Deere tractor and the fuel filters. I took the tractor up to the street shop and re-welded the drawbar and the muffler housing.
 - We have taken the snow blower off for the season.
 - I pulled out the big lawnmower so we could start looking it over for the year.

- Miscellaneous:
 - Pella delivered the window sashes. Two different window sashes have deteriorated over time due to bad seals. We are working on painting one of them and staining the other one. When the weather straightens up, we will be getting them put in place.
 - The fencing crew came out and fixed the fence on the North apron. The plans called for all the posts to have concrete in the bottom of them, a bottom tension wire, and a ground wire.
 - Fire extinguisher annual inspection. We had to replace three smaller fire extinguishers this year.

Independence Airport

FBO Manager

Airport Board,

Traffic:

- ✂ Relatively quite as far as transient traffic through the area

Testing Center:

- ✂ The testing centers availability has changed and is now Monday through Wednesday, 8:30AM to 4PM.

Training:

- ✂ We have 2 new students flying.
- ✂ Doing some BFR's
- ✂ Between Intro flights and instruction, we had 40 hours flight time in March.
- ✂ Our instructors are being checked out in the Seneca and are test flying before training starts here in Independence.

Maintenance:

- ✂ We are still offering a 15% discount to first-time maintenance customers.
- ✂ Brought some aircraft up from Marion for maintenance work



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Manager

DATE OF MEETING: April 3rd, 2024

ITEM TITLE: FBO Lease

DISCUSSION:

FBO Lease renewal. The board needs to discuss how they would like to proceed.

RECOMMENDATION:

Staff recommends discussion of this topic.



City of Independence
Airport Board
MEMORANDUM

Item #10.

TO: Airport Board
FROM: Susi Lampe, laCMC, laCFO – City Clerk/Treasurer
DATE OF MEETING: April 3, 2024
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 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,080.00	21.50	22,200.00
001-280-4311	FARM LEASE	13,158.00	9,499.20	16,078.46	122.20	2,920.46-
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	7,200.00	58.54	5,100.00
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	6.00	.00	21.00	350.00	15.00-
001-280-4710	REIMBURSEMENTS	15.00	.00	15.00	100.00	.00
001-280-4715	REFUNDS	.00	.00	580.00	.00	580.00-
001-280-4750	MERCHANDISE SALES	100,000.00	7,720.02	96,742.84	96.74	3,257.16
	AIRPORT TOTAL	153,759.00	18,019.22	126,717.30	82.41	27,041.70
	TOTAL REVENUE	153,759.00	18,019.22	126,717.30	82.41	27,041.70
001-280-6010	SALARIES - FULL-TIME	60,144.00	4,627.20	43,930.00	73.04	16,214.00
001-280-6020	SALARIES - PART-TIME	3,000.00	.00	1,947.79	64.93	1,052.21
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	54.23	253.34	19.46	1,048.66
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	730.74	73.07	269.26
001-280-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	270.00	50.00	270.00
001-280-6230	TRAINING	.00	.00	.00	.00	.00
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	2.49	482.06	9.64	4,517.94
001-280-6320	GROUPS/RUNWAY MAINT & REPAIR	10,000.00	148.58	12,964.31	129.64	2,964.31-
001-280-6331	VEHICLE OPERATIONS	5,000.00	.00	4,372.30	87.45	627.70
001-280-6332	VEHICLE REPAIRS	5,000.00	56.38	969.72	19.39	4,030.28
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	1,975.51	11,022.73	55.11	8,977.27
001-280-6372	GARBAGE/RECYCLING	3,000.00	303.23	2,543.48	84.78	456.52
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	202.42	1,520.57	72.41	579.43
001-280-6399	OTHER MAINTENANCE/REPAIR	3,000.00	.00	.00	.00	3,000.00
001-280-6407	ENGINEERING	5,000.00	.00	.00	.00	5,000.00
001-280-6408	PROPERTY & CASUALTY INSURANCE	23,241.00	.00	1,449.00	6.23	21,792.00
001-280-6409	JANITORIAL	1,500.00	52.16	364.63	24.31	1,135.37
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	1.25	1.25	98.75
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	.00	330.00	66.00	170.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	709.62	8,602.90	68.82	3,897.10
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	.00	106,285.57	132.86	26,285.57-
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	33.00	661.73	33.09	1,338.27
001-280-6510	SPECIAL & SAFETY EQUIPMENT	250.00	70.64	70.64	28.26	179.36
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	245,177.00	8,357.38	199,035.28	81.18	46,141.72

BUDGET REPORT

CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	8,357.38	199,035.28	81.18	46,141.72
		=====	=====	=====	=====	=====
	GENERAL FUND TOTAL	91,418.00-	9,661.84	72,317.98-	79.11	19,100.02-
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	19.52	.00	19.52-
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	AIRPORT TOTAL	.00	.00	19.52	.00	19.52-
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	TOTAL REVENUE	.00	.00	19.52	.00	19.52-
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	19.52	.00	19.52-
		=====	=====	=====	=====	=====
112-280-6110	FICA - CITY/AIRPORT	4,931.00	351.86	3,475.17	70.48	1,455.83
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	441.93	4,354.76	71.58	1,729.24
112-280-6131	WORKERS COMP/AIRPORT	1,449.00	.00	24.76	1.71	1,424.24
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	18,469.00	1,282.82	12,298.30	66.59	6,170.70
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	142.61	519.58	12.99	3,480.42
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	34,933.00	2,219.22	20,672.57	59.18	14,260.43
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	TOTAL EXPENSES	34,933.00	2,219.22	20,672.57	59.18	14,260.43
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	34,933.00	2,219.22	20,672.57	59.18	14,260.43
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

BUDGET REPORT

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PCT OF FISCAL YTD 75.0%

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 3/2024, FISCAL 9/2024

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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

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CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

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
323-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
323-280-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
323-280-6727	AIRPORT-CAP OUTLAY/EQUIPMENT	14,000.00	.00	.00	.00	14,000.00
323-280-6799	AIRPORT-OTHER CAPITAL OUTLAY	77,590.00	1,743.98	2,384.86	3.07	75,205.14
	AIRPORT TOTAL	91,590.00	1,743.98	2,384.86	2.60	89,205.14
	TOTAL EXPENSES	91,590.00	1,743.98	2,384.86	2.60	89,205.14
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	1,743.98-	2,384.86-	2.60	89,205.14-
	AIRPORT TOTAL (REV LESS EXP)	217,941.00-	5,698.64	95,355.89-	43.75	122,585.11-