



AIRPORT BOARD MEETING

Wednesday, March 04, 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
3. Approve Minutes
4. Approve Special Meeting Minutes
5. 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

6. RAGBRAI 2026
7. Engineer Update
8. Chairman/City Manager Update
9. Airport Manager Update
10. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



**Wednesday, February 12, 2026
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:

Meeting called to order at 5:05 p.m. by Vice Chair Vicky Pilcher.

Roll Call:

Present – Rottinghaus, Payne, Pilcher, Brad Lichty, Merritt Jones

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

Absent Unexcused – None

Approve the Agenda:

Motion – Lichty Second – Payne Ayes – All

Approve the Minutes:

Motion – Jones Second – Lichty Ayes – All

Public Comment: None

NEW BUSINESS

Election of Officers:

The Board made a motion to elect Pilcher as Chairperson.

Motion – Rottinghaus Second – Lichty Ayes – All

The Board made a motion to elect Jones as Vice Chair.

Motion – Lichty Second – Payne Ayes – All

The Board made a motion to elect Lichty as Secretary.

Motion – Jones Second – Payne Ayes – All

Engineer Update:

Brett provided a brief update on SRE equipment. Staff completed a cost analysis for the engineering firm to ensure the proposed fees were in line with similar projects. This information was compiled and submitted to the City Council for approval and has been forwarded to the FAA. The project is now moving to the next steps.

Chairperson / City Manager Update:

No report given.

Submitted RFPs for Review:

The Board received two RFP submittals from two companies. Each proposer was asked to provide an overview of their proposal, background, and why they would be a good fit for Independence. The Board asked each candidate questions. After the discussion, both candidates excused themselves from the meeting.

The Board discussed the submittals and determined they did not want to complete the evaluation without additional time to review the proposals and responses. The Board requested a special meeting after review. The Board unanimously agreed to hold a special meeting on February 17th at 11:30 a.m. Central Time at City Hall in the City Council Chambers to continue review. This will also allow the Airport Director time to contact references and report back to the Board.

Airport Director Update:

Brett reported that several events are scheduled in the coming months. The airport is partnering with the Independence Library for the “One Book Indy” program. The airport will host an open house on March 7, 2026, from 10:00 a.m. to 12:00 pm, which will provide community outreach. Additionally, staff is coordinating with the Cub Scouts for an annual airport tour in April. Brett noted efforts to introduce new activities and variations to the events each year.

Revenues and Expenses to Date:

Revenues and expenses were discussed. No major questions were raised. Discussion focused on next year’s budget and ongoing staff discussions regarding projected numbers and potential impacts. City staff will continue meeting with Council to work through the budget process.

Adjournment:

Meeting adjourned at 6:55 p.m.

Motion – Jones Second – Payne Ayes – All

Submitted by,
Airport Director
Brett Soukup



**Monday, February 17, 2026
Airport Board Special Meeting 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:

The meeting was called to order at 11:30 a.m. by Chair Vicky Pilcher.

Roll Call:

Present – Jeff Rottinghaus, Janet Payne, Vicky Pilcher, Brad Lichty, Merritt Jones

Others in attendance – City Manager Matthew Schmitz

Absent Unexcused – None

Approve the Agenda:

Motion – Jones Second – Lichty Ayes – All

Public Comment: None

Special Meeting Business

After the discussion, it was decided to continue to negotiate an Independence Airport Mechanic/Trainer contract with Clint Spearman, DBA Spearman's Aviation Services.

The motion was made by Jones and seconded by Pilcher. Ayes - All

Adjournment:

Meeting adjourned at 12:08 p.m.

Motion – Jones Second – Payne Ayes – All

Submitted by: Brad Lichty, Secretary



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup Airport Director
DATE OF MEETING: March 4, 2026
ITEM TITLE: RAGBRAI 2026

DISCUSSION:

At a previous meeting, the Airport Board discussed RAGBRAI 2026 and expressed interest in inviting Chamber representatives to a future meeting. The purpose would be to have an initial discussion regarding the event and what it may look like.

RECOMMENDATION:

Staff recommends discussing this topic.



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: March 4, 2026
ITEM TITLE: Report – (March 4th Airport Report)

Fuel Sales

- **100LL:** 455 gallons
- **Jet A:** 630 gallons

Equipment

- We have been preparing the large mower for the upcoming season. While replacing the belts, we discovered that three bearings are failing. Parts have been ordered, and we are awaiting their arrival to complete the repairs.

Miscellaneous

- Met with the engineering firm to begin discussing specifications for the new SRE equipment tractor and attachments. This was a productive discussion. We are now waiting to receive the specifications for review so the project can move forward.
- The Iowa DOT Modal Transportation Bureau contracted Applied Pavement Technology Inc. (APTech) to perform pavement condition inspections at the airport. These inspections, which took place on February 25th, provide an important tool for maximizing pavement life through preventative maintenance. Visual inspections covered runways, taxiways, and apron areas. Results will be shared with the FAA, consultants, and local airport authorities to help address pavement issues and extend pavement life.
- Materials for the maintenance shop have arrived. Installation will begin soon to protect the lower walls from salt and sand.



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: March 4, 2026
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 promoting and encouraging community involvement and engagement. 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.



City of Independence
Budget Report
 Airport as of 2/25/2026

Percent of Fiscal YTD 66.7 %

2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
001 - GENERAL FUND	\$195,549.00	\$2,441.13	\$121,136.69	61.9%	\$74,412.31
001-280-4310 - HANGAR RENT	\$28,280.00	\$550.00	\$20,650.20	73.0%	\$7,629.80
001-280-4311 - FARM LEASE	\$18,998.00	\$0.00	\$9,499.20	50.0%	\$9,498.80
001-280-4312 - FIXED BASED OPERATOR...	\$12,300.00	\$0.00	\$3,078.00	25.0%	\$9,222.00
001-280-4710 - REIMBURSEMENTS	\$971.00	\$0.00	\$1,176.14	121.1%	(\$205.14)
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$1,891.13	\$86,733.15	64.2%	\$48,266.85
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$14.24	0.0%	\$14.24
018-280-4300 - INTEREST	\$0.00	\$0.00	\$14.24	0.0%	\$14.24
323 - CAP OUTLAY SAVINGS/LOST	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
TOTAL REVENUE	\$646,799.00	\$2,441.13	\$121,150.93	18.7%	\$525,648.07

2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001 - GENERAL FUND	\$341,028.00	\$10,591.53	\$146,514.16	43.0%	\$194,513.84
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$4,958.40	\$42,098.45	65.0%	\$22,629.55
001-280-6020 - SALARIES - PART-TIME	\$10,720.00	\$786.25	\$7,394.52	69.0%	\$3,325.48
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$11.62	\$1,235.72	61.8%	\$764.28
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$76.94	\$653.77	65.4%	\$346.23
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ...	\$600.00	\$50.00	\$400.00	66.7%	\$200.00
001-280-6230 - TRAINING	\$2,100.00	\$0.00	\$1,821.04	86.7%	\$278.96
001-280-6240 - ...	\$400.00	\$0.00	\$0.00	0.0%	\$400.00
001-280-6310 - BUILDING MAINT & REPAIR	\$5,000.00	\$0.00	\$970.11	19.4%	\$4,029.89
001-280-6320 - GROUNDS/RUNWAY ...	\$10,000.00	\$962.38	\$8,430.32	84.3%	\$1,569.68



City of Independence
Budget Report
 Airport as of 2/25/2026

Percent of Fiscal YTD 66.7 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$728.00	\$5,310.48	75.9%	\$1,689.52
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$47.98	\$7,432.53	106...	(\$432.53)
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$2,611.96	\$10,417.32	49.6%	\$10,582.68
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$221.35	\$1,502.24	66.8%	\$747.76
001-280-6399 - OTHER ...	\$2,500.00	\$0.00	\$0.00	0.0%	\$2,500.00
001-280-6407 - ENGINEERING	\$5,000.00	\$0.00	\$0.00	0.0%	\$5,000.00
001-280-6408 - PROPERTY & CASUALTY ...	\$54,930.00	\$0.00	\$2,008.00	3.7%	\$52,922.00
001-280-6409 - JANITORIAL	\$1,500.00	\$14.37	\$277.39	18.5%	\$1,222.61
001-280-6412 - MEDICAL EXPENSE - ...	\$50.00	\$0.00	\$0.00	0.0%	\$50.00
001-280-6413 - PAYMENTS TO OTHER ...	\$600.00	\$0.00	\$130.00	21.7%	\$470.00
001-280-6498 - REFUNDS	\$0.00	\$0.00	\$1,400.00	1,40...	\$1,400.00
001-280-6499 - OTHER CONTRACTUAL ...	\$12,500.00	\$0.00	\$11,157.32	89.3%	\$1,342.68
001-280-6503 - MERCHANDISE FOR RE-...	\$120,000.00	\$0.00	\$39,296.27	32.7%	\$80,703.73
001-280-6506 - OFFICE SUPPLIES	\$2,500.00	\$0.00	\$1,837.35	73.5%	\$662.65
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$122.28	\$2,378.67	79.3%	\$621.33
001-280-6510 - SPECIAL & SAFETY ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
112 - EMPLOYEE BENEFITS	\$36,128.00	\$5,694.98	\$23,620.66	65.4%	\$12,507.34
112-280-6110 - FICA - CITY/AIRPORT	\$5,925.00	\$427.82	\$3,782.88	63.8%	\$2,142.12
112-280-6130 - IPERS - CITY/AIRPORT	\$7,312.00	\$519.09	\$4,760.39	65.1%	\$2,551.61
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$0.00	\$8.76	0.7%	\$1,280.24
112-280-6150 - GROUP ...	\$17,602.00	\$1,305.72	\$11,027.73	62.7%	\$6,574.27
112-280-6154 - EMPLOYEE SELF-FUNDI...	\$4,000.00	\$3,442.35	\$4,040.90	101...	(\$40.90)
323 - CAP OUTLAY SAVINGS/LOST	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
323-280-6727 - AIRPORT-CAP ...	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
TOTAL EXPENSE	\$852,156.00	\$16,286.51	\$170,134.82	20.0%	\$682,021.18



City of Independence

Budget Report

Airport as of 2/25/2026

Percent of Fiscal YTD 66.7 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$145,479.00)	(\$8,150.40)	(\$25,377.47)	49.9%	(\$120,101.53)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$14.24		(\$14.24)
112 - EMPLOYEE BENEFITS	(\$36,128.00)	(\$5,694.98)	(\$23,620.66)	65.4%	(\$12,507.34)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	\$0.00	\$0.00	0.0%	(\$23,750.00)
TOTAL (REV LESS EXP)	(\$205,357.00)	(\$13,845.38)	(\$48,983.89)	19.4%	(\$156,373.11)