



AIRPORT BOARD MEETING

Wednesday, June 04, 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. Lease discussion
10. July 2nd meeting
11. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



Wednesday, May 7, 2025
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 5.01 pm by Chairman Dan Callahan.

Roll Call: Chairperson Callahan, Pilcher, Rottinghaus, present.

Absent- Payne unexcused and Jones excused.

Other attendees: The city manager, Matt, Steve Streeter, representatives from P&N Cole, Jackie, and Lucas

Approve the Agenda: Motion- Pilcher Second- Callahan Ayes- All

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

Public comment: Steve Streeter provided feedback on Brett's proposed plan for maintenance operations. He expressed concern that the building currently being considered is inadequate for their needs. Specifically, Steve noted that the building lacks sufficient space, particularly for working on larger aircraft, and does not include restroom facilities.

Steve mentioned that Brett indicated the city would be willing to allow space in the large hangar for whoever is awarded the maintenance contract. However, Steve emphasized that if the proposal requires operations to be conducted in the currently proposed building, his team would not submit a proposal.

He made it clear that for his organization to consider continuing maintenance services, the proposal must involve using the large hangar. Steve concluded by reaffirming their interest in staying, noting that they have provided maintenance services at the airport for the past three years.

NEW BUSINESS

Engineer Update: None

Chairman/City Manager Update: Dan had Brett send the Statistical handbook (FFA) report to the board, which contains some information that may aid in deciding on our airport's future.

Airport Manager Update: Brett submitted his report, which was accepted. Dan asked Brent if he could include fuel price changes when they happened. Brett reported that he puts those in the report every time we get a new load of fuel or when we change fuel prices.

FBO Update: P&N submitted their report, which was accepted. A conversation about where the students are from in relation to the airport.

Lease Discussion: The current FBO lease with P&N is set to expire in September. To begin discussions on the future operation of the airport, the City presented an initial proposal as a conversation starter. Brett was asked to explain the rationale behind the City's proposal. He shared that the airport board has been exploring ways over the past several months to increase vibrancy and attract more activity to the airport. With this objective in mind, Brett outlined an alternative operational model for the airport.

In response, P&N expressed that they also had a concept for a different operational approach, as they do not want to continue the way things are set forth right now. Their informal proposal involved the following elements:

- P&N would no longer be responsible for fuel sales. 40% would go back to the city
- The City would take over fuel sales operations and provide staffing for the airport office on weekends.
- P&N would lease the upstairs space in the terminal. Continue to get fuel at cost and keep their 3 T-hangers.
- Steve would lease the main terminal building for maintenance operations.

This alternative approach was discussed by the board. It was agreed that P&N would be asked to submit a formal proposal to the City for review before the board makes any decisions on how to proceed.

Revenues and expenses to date: no questions about the past month.

Adjournment time was at 6:18 pm: Motion-Pilcher Second-Callahan Ayes- All.

Respectfully submitted,
Vicki Pilcher.



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Director

DATE OF MEETING: June 4, 2025

ITEM TITLE: Report – (June 4, 2025 Airport Report)

Fuel Sales Update

- **100LL:** 603 gallons
- **Jet A:** 461 gallons
 - Received 5,000 gallons of Jet A with additive.
 - City cost per gallon: **\$2.64**

Grounds

- Routine **mowing** continues.
- The **Sewer Department** assisted in clearing a plugged tile line in the field.
 - The effort improved the situation but did **not fully resolve** the issue.
 - **Rasmussen** has not yet been able to excavate the line for a permanent fix.

Equipment

- The **large mower** threw a belt due to **loose bolts**.
 - The issue has been **repaired**.

Miscellaneous

- Attended the **career fair at the high school**:
 - A successful event with participation from the **city manager**, his son, and **P&N**.
- Hired a new **part-time staff member** to assist when others are unavailable.
- **T-Hangar inspections** were completed by city staff:
 - Most units were in good condition.
 - A few minor issues noted.
 - **One violation letter** was issued.

Independence Airport

FBO Manager

Airport Board,

Traffic:

- ✘ Chem Air started operations still operating.

Testing Center:

- ✘ The testing center has maintained availability, on Thursdays 8a through 4p this month.
- ✘ Unfortunately, we had no testers or I9 verification appointments administered.

Training:

- ✘ Kade is our full-time warrior instructor, and Heath performs the accelerated multi courses, while Tim and Malcom are our part-time instructors.
- ✘ During the month of May, 36.2 flight hours of instruction were performed out of Independence, along with 10.1 hours of ground training. With more of each scheduled between the submission of this report and the meeting date.

Maintenance:

- ✘ We are still offering a 15% discount to first-time maintenance customers.
- ✘ This month our mechanics worked on P&N's Warrior, and all three of our Cessnas, along with the new malibu.
- ✘ Performed maintenance on three aircraft for customers and are currently working on assembling a piper Cherokee for another customer.



City of Independence
Airport Board
MEMORANDUM

Item #9.

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: June 4, 2025
SUBJECT: FBO Lease Update

BACKGROUND:

At the May 7, 2025, Airport Board Meeting, the Board held a discussion regarding the future direction of the Fixed Base Operator (FBO) at the Independence Municipal Airport, including considerations for the current lease terms.

A key topic of discussion was a proposed restructuring, where P&N would scale back operations from a full-service FBO to solely flight training. In conjunction with this, the mechanic services would be separated from P&N and placed under a separate lease agreement with Streeter Flying Service.

The Board also considered whether to issue a Request for Proposals (RFP) for both flight instruction and mechanic services to allow for open competition and broader community input.

Staff—including both the Airport Director and the City Manager—maintain the position that issuing RFPs for these services is in the best interest of the City and the Airport. Doing so would ensure transparency, competitiveness, and the continued high-quality provision of services.

This topic will be discussed at the city council work session on June 2, 2025, to obtain the council's input.

RECOMMENDATION:

Staff recommends that the Airport Board continue discussion of this topic and provide direction on whether to proceed with preparing RFPs for flight instruction and mechanic services. Any formal action or approval on this matter will require City Council authorization.



City of Independence
Airport Board
MEMORANDUM

TO: Airport Board
FROM: Brett Soukup Airport Director
DATE OF MEETING: June 4, 2025
SUBJECT: July 2, 2025, meeting

BACKGROUND:

We must discuss whether we will have a quorum for this meeting due to the holiday.

RECOMMENDATION:

Staff recommends the board decide whether to move this meeting to a different day of the month or cancel it.



**City of Independence
Airport Board
MEMORANDUM**

Item #11.

TO: Airport Board
FROM: Susi Lampe, laCMC, laCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: June 4, 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 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.

BUDGET REPORT

CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	6,000.00	12,700.00	44.91	15,580.00
001-280-4311	FARM LEASE	18,998.00	.00	18,998.40	100.00	.40-
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	8,800.00	71.54	3,500.00
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	150.00	.00	150.00	100.00	.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	5,176.55	96,790.98	74.45	33,209.02
	AIRPORT TOTAL	190,044.00	11,976.55	137,755.37	72.49	52,288.63
	TOTAL REVENUE	190,044.00	11,976.55	137,755.37	72.49	52,288.63
001-280-6010	SALARIES - FULL-TIME	61,959.00	7,149.62	57,102.50	92.16	4,856.50
001-280-6020	SALARIES - PART-TIME	3,000.00	575.25	2,048.76	68.29	951.24
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	115.41	923.15	92.32	76.85
001-280-6170	UNEMPLOYMENT COMPENSATION	317.00	.00	316.52	99.85	.48
001-280-6181	UNIFORM ALLOWANCE	300.00	.00	265.58	88.53	34.42
001-280-6184	CELL PHONE ALLOWANCES	600.00	50.00	550.00	91.67	50.00
001-280-6210	DUES	.00	.00	30.00	.00	30.00-
001-280-6230	TRAINING	.00	.00	29.23	.00	29.23-
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	150.00	1,159.51	23.19	3,840.49
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	593.54	6,117.79	61.18	3,882.21
001-280-6331	VEHICLE OPERATIONS	5,000.00	.00	3,080.67	61.61	1,919.33
001-280-6332	VEHICLE REPAIRS	5,150.00	.00	6,159.46	119.60	1,009.46-
001-280-6371	ELECTRIC/GAS UTILITIES	21,000.00	667.78	12,062.83	57.44	8,937.17
001-280-6372	GARBAGE/RECYCLING	3,750.00	307.15	3,369.67	89.86	380.33
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,200.00	211.97	2,283.09	103.78	83.09-
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	27,694.37	86.32	4,389.63
001-280-6409	JANITORIAL	1,500.00	.00	576.24	38.42	923.76
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	30.70	30.70	69.30
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	9.00	339.00	67.80	161.00
001-280-6498	REFUNDS	.00	.00	700.00	.00	700.00-
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	138.18	8,377.27	67.02	4,122.73
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	31.30	522.34	20.89	1,977.66
001-280-6507	OPERATING SUPPLIES	2,000.00	614.96	1,475.78	73.79	524.22
001-280-6510	SPECIAL & SAFETY EQUIPMENT	500.00	.00	692.14	138.43	192.14-
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	297,262.00	10,614.16	220,256.43	74.10	77,005.57

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	297,262.00	10,614.16	220,256.43	74.10	77,005.57
	GENERAL FUND TOTAL	107,218.00-	1,362.39	82,501.06-	76.95	24,716.94-
018-280-4300	INTEREST	.00	.00	22.62	.00	22.62-
	AIRPORT TOTAL	.00	.00	22.62	.00	22.62-
	TOTAL REVENUE	.00	.00	22.62	.00	22.62-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	AIRPORT REPLACEMENT FUND TOTA	.00	.00	22.62	.00	22.62-
112-280-6110	FICA - CITY/AIRPORT	5,069.00	578.92	4,456.33	87.91	612.67
112-280-6130	IPERS - CITY/AIRPORT	6,256.00	.00	4,932.56	78.85	1,323.44
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	1,352.61	13,352.70	79.77	3,386.30
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	18.99	2,829.66	70.74	1,170.34
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
	AIRPORT TOTAL	33,353.00	1,950.52	25,611.01	76.79	7,741.99
	TOTAL EXPENSES	33,353.00	1,950.52	25,611.01	76.79	7,741.99
	EMPLOYEE BENEFITS TOTAL	33,353.00	1,950.52	25,611.01	76.79	7,741.99

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025**PCT OF FISCAL YTD 91.6%**

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
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

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025**PCT OF FISCAL YTD 91.6%**

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
	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

BUDGET REPORT
CALENDAR 5/2025, FISCAL 11/2025

PCT OF FISCAL YTD 91.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00
	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
	AIRPORT TOTAL	6,281.00	.00	6,281.79	100.01	.79-
	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-	588.13-	118,094.18-	74.14	41,195.82-