



AIRPORT BOARD MEETING

Wednesday, February 11, 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. 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. Election Of Officers
6. Engineer Update
7. Chairman/City Manager Update
8. Submitted RFPs For Review
9. Airport Manager Update
10. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



Wednesday, January 7, 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 at 5:00 p.m. by Vice Chair Vicky Pilcher.

Roll Call:

Present – Rottinghaus, Payne, and Pilcher

Others in attendance – City Manager Matthew Schmitz, Airport Director Brett Soukup, Jeff, Steve Streeter, and Brad Lichty.

Absent Unexcused: Merritt Jones

Approve the Agenda:

Motion – Rottinghaus Second – Payne Ayes – All

Approve the Minutes:

Motion – Payne Second – Rottinghaus Ayes – All

Public Comment: None

NEW BUSINESS

Election of officers.

The board made a motion to table the decision until February's meeting to ensure a full quorum when electing officers.

Motion – Payne Second – Pilcher Ayes – All

There was a motion to move February's meeting from the 4th to the 11th

Motion – Rottinghaus Second – Pilcher Ayes – All

Engineer update.

Brett provided a brief update on the SRE snow removal equipment. He met with the FAA and the engineering firm to discuss project requirements, specifications, and the materials that need to be submitted to initiate the process. An engineer's cost estimate will also be required to ensure the project aligns with similar projects completed in previous years and is not considered an

outlier. It was also discussed that once the engineering plans are complete, any individual or company interested in bidding on the project must contact the engineering firm directly to obtain the plans and specifications. The engineering firm will be responsible for producing these plans and specifications. The cost for each set of plans may be substantial, potentially up to \$500 per set; however, these costs can be recouped and applied back toward the overall project

Chairman / City Manager Update.

No report given.

Airport Director Update.

Nothing further than the submitted report.

Streeters Lease Discussion.

The Board discussed a request received via email from Streeters indicating their intent to terminate the lease they entered into earlier this fall. During the discussion, it was noted that the lessees felt the current hangar space was too small for their operational needs and that they had been seeking a larger hangar. It was further noted that the lessees have already secured hangar space at the Maquoketa Airport and will relocate their operations there.

Based on the discussion and direction of the Airport Board, the Board accepted the lessees' resignation/lease termination letter. The request will be forwarded to the City Council for final review and approval.

Motion – Rottinghaus Second – Pilcher Ayes – All

Revenues and Expenses to Date.

We discussed the budget and identified a few line items that are slightly out of alignment. As a result, we will plan to complete a budget amendment at a future date to correct those items. We were aware this adjustment would be necessary as operations transitioned to the City assuming full responsibility, and this amendment will ensure everything is properly aligned moving forward.

Adjournment Time: 6:00 p.m.

Motion – Payne Second – Rottinghaus Ayes – All

Submitted by,
Airport Director



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: February 11th, 2026
SUBJECT: Election Of Officers

BACKGROUND:

Per the Commission's bylaws and standard practice, the election of officers (President, Vice President, and Secretary) is typically held at the January meeting. At the January meeting, the Airport Board discussed the officer elections and determined it would be best to hold off until the February meeting to allow for any potential additional board appointments and to ensure full participation by the seated Commission members.

With this memorandum, the Airport Board is now prepared to proceed with the election of officers for the positions of President, Vice President, and Secretary at the February meeting.

RECOMMENDATION:

Staff recommends discussion and action on this item, with the Board proceeding to elect new officers (President, Vice President, and Secretary).



City of Independence
Airport Board
MEMORANDUM

Item #8.

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: February 11, 2026
SUBJECT: Review of RFPs for Flight Instruction Services and Mechanic (IA) Services

BACKGROUND:

At a previous Airport Board meeting, staff reported that the city received one RFP submission for Mechanic (IA) Services, but no submissions for Flight Instruction Services. The Board discussed maintaining service continuity with a temporary six-month mechanic services arrangement while re-advertising RFPs for both services.

Following that direction, the city re-advertised the RFPs. The city received two proposals for Mechanic (IA) Services. One of the respondents also indicated that they may be interested in starting a flight school in the future, potentially providing flight instruction services at a later date.

Recommendation:

Staff recommends the Airport Board:

1. Review and score each proposal using the Score Compilation Sheet.
2. Discuss the merits of the proposals and provide direction regarding which, if any, should be retained.
3. Recommend moving a selected proposal to the City Council for contract development and authorization.



**City of Independence
Airport Board
MEMORANDUM**

REQUEST FOR PROPOSALS (RFP)

SCORE COMPILATION SHEET

**Mechanic (IA) Services
Independence Municipal Airport**

Proposer Name: _____

Board Member Name: _____

Review Date: _____

Instructions:

Evaluators shall score each proposal based on the criteria listed below. Scores should reflect the proposer's ability to meet the operational, technical, and long-term needs of the Independence Municipal Airport. Points awarded for each category may not exceed the maximum points indicated.

Evaluation Criteria

1. Mechanic Services Experience.

Maximum Points: 30

Consider the proposer's experience providing IA mechanic services, familiarity with general aviation airport operations, and experience in similar operational environments.

Points Awarded (0–30): _____

Comments:



City of Independence
Airport Board
MEMORANDUM

Item #8.

2. Operational Plan.

Maximum Points: 15

Evaluate the clarity, feasibility, and effectiveness of the proposed operational plan, including staffing, hours of operation, response capabilities, and coordination with airport operations.

Points Awarded (0–15): _____

Comments:

3. Qualifications and References.

Maximum Points: 15

Assess certifications, licenses, personnel qualifications, and references demonstrating the proposer’s ability to provide compliant and reliable mechanic services.

Points Awarded (0–15): _____

Comments:

4. Business Plan for Growth, Stability, and Marketing.

Maximum Points: 20

Evaluate the proposer’s demonstrated business plan, long-term stability, commitment to growth, and marketing efforts that support airport activity and community engagement.

Points Awarded (0–20): _____

Comments:



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5. Interview Presentation and Proposal Quality.

Maximum Points: 20

Evaluate the quality, organization, and completeness of the written proposal, as well as the effectiveness and professionalism of the interview presentation, if applicable.

Points Awarded (0–20): _____

Comments:

Individual Evaluator Scores

Evaluation Category	Max Points	Points Awarded
Mechanic Services Experience	30	_____
Operational Plan	15	_____
Qualifications and References	15	_____
Business Plan for Growth, Stability & Marketing	20	_____
Interview & Proposal Quality	20	_____
TOTAL SCORE	100	_____

Request for Proposal – Independence Airport Mechanic Services

Proposal submitted by Clint Spearman DBA Spearman's Aviation Services.

Section I: Resume / Company Profile

I am a sole proprietor with an extensive business background. From 2003 through 2019 I owned and operated a transportation that focused on transporting bulk food grade products and petroleum products. In addition to the trucking portion of the business I owned and managed a truck repair facility and a freight brokerage. The business was sold in 2019 so I could pursue a career in aviation. I currently hold a commercial pilots license and an airframe and powerplant certificate with an inspector's authorization.

I have experience with a wide variety of general aviation aircraft that includes Cessna, Piper, and Beechcraft single and twin-engine aircraft. I also have experience with some small business jets and turboprops. I have performed pre-buy inspections, annual inspections and extensive repairs in addition to general maintenance on a wide selection of aircraft.

Additionally, I have bought and sold several aircraft in the last six years. Some of these have been damaged aircraft that I have repaired as needed. In addition to this, I have brokered other aircraft sales, including one unique aircraft that was disassemble and loaded into a container, then shipped to Slovakia.

Section II: References

At this time, I will provide one business reference from my largest customer (from trucking). I can provide additional references as the process moves forward, but at this time it would be best for my present business interests if others were not contacted.

Polly Miller – Transportation and Warehouse Manager with The Western Sugar Company, Denver, Colorado. Her phone number is (303)304-3302 and email address is pmmiller@westernsugar.com

Section III: Business Plan

For startup I will need some specialized tooling and shop equipment. I would prefer the city or airport authority purchase the necessary equipment (approximately \$12,000.00) and then lease it back to my company with a purchase option. The terms for something like this is negotiable and are not necessarily limiting factors.

Building space needs would be:

- Box hangar currently used for aircraft maintenance
- Tool Shop for office and/or specialty work

- Use of Vault hangar as needed
- 2 T hangars

My three-to-five-year plan is to have at least one full time mechanic in addition to myself, and I am willing to employ any more as needed. While I have no immediate interest in fuel sales, I am an entrepreneur and always interested in options. If the possibility of operating as a full service FBO is ever presented, I would be very interested in pursuing that.

My financial viability is good. I have very minimal debt and intend to enter into the contract without taking on any debt immediately. Since I am coming in from outside the area and taking on a lot of unknowns, I do not plan on over extending myself financially until relationships have been made and local aviators are willing to trust their aircraft services to me. As progress is made in reestablishing a reputable business, I will pace growth to match demand as needed.

Section IV: Lease Proposal

My lease proposal for the aforementioned building space is \$700.00 per month for all requested facilities, to be broken down as necessary by the Airport Authority. Utilities for the box hangar would be my responsibility.

In addition to this, I am requesting no rent for 90 days, then half rate for 90 days. After the initial six months, I will be responsible for the full rate.

Section V: Insurance Documentation

I am still waiting on a letter of insurability but I can have it soon. I currently have a policy that is very close to the required limits for another business I am currently operating.

Section VI: Operational Commitments

I am willing to monitor the Unicom frequency and participate in meetings for the airport and city. In addition to this I am willing to facilitate support for facility maintenance and aircraft fueling, the terms of which are negotiable.

Optional Services:

In addition to maintenance services, I intend to start a flight school. I plan to provide ground school in addition to flight training. This will most likely start as one aircraft, one instructor (myself) although I am currently working with some other individuals to accelerate this possibility and hire a flight instructor. If the community responds to the availability of consistent flight training and ground school I may request use of additional space to host classes.

I also plan on continuing to buy and sell aircraft and aircraft parts. I will also offer brokering services to individuals interested in buying or selling aircraft.

Thank you for your consideration of this proposal. If you have any questions or concerns, please feel free to call or email.

Clint Spearman

(517)732-4940

clint@aircraftmxpro.com

Business Plan

Start up Needs For NAVYation in Iowa:

What we'd like:

- \$10,000 relocation assistance
- Hangar rent paid for 1.5 years
- Marketing assistance targeted to airport tenants and neighboring airports
- The referral of a young-man who would like to get his A&P license

What we need:

- Relocation assistance in any way possible
- Hangar rent paid for 1.5 years
- Parking
- 24 hour access to airport and hangar

Building Space needs:

- Half bathroom
- Insulation on all walls and hangar door
- Heat
- 50 X 70 hangar to start out with
- Office space
- Parking
- Tie down spots
- For hangar door not to face the sun would be great
- Electrical outlets every 20 feet
- Good Lighting

Marketing Plan

We've grown proficient at marketing on social media. With over 2,000 followers in the DFW metroplex and lots of weekly engagement as well as word of mouth. We hope our good reputation and quality of work will spread through word of mouth.

3-5 Year Growth Plan

Our growth plan is to expand to be able to fulfill the void of maintenance needed in the Independence area, as well as the surrounding areas. I hope to have two assistants/trainees within 2 years, and we'd be able to handle one annual inspection a day, plus the light maintenance involved after the inspection.

At the five year mark we will have expanded to meet the demands of aircraft owners in all the surrounding airports, guaranteed.

Financial Viability

Our shop rates are \$135.00 an hour per mechanic (including trainees) for maintenance. More money is made on inspections, but considering the base rate at \$135 an hour with 2 assistants is \$405 an hour, which is what I am making in the DFW area. If we manage to stay busy that is \$64,8000 a month. And is exactly why I'd like to open a maintenance shop, in hopes we can stay busy.

Funding Plan

I own all the tools to open up a maintenance shop already, and can setup shop in less than 10 minutes with my mobile outfit. If your city can provide a good hangar, that is all the funding we will need.

Lease Proposal

I would like a pretty big hangar. I think the one you're offering is good to start off with, but in the future we would need to expand into a bigger hangar with more amenities.

My proposed lease agreement, is that you guys fund the vault hangar for a 1.5 years, and start charging me \$1,500 a month after, until we get this business off the ground.

If you'd need to collect rent for office space, T hangar, and tie downs, please let me know and we can work something out.

Insurance Documentation

I have attached a copy of my current insurance to this email. I have a \$1,000,000 dollar coverage and it can be upgraded to fit your guys' needs.

Operational Commitments

I agree to have my assistants and I, help out with any community efforts you might need from us.

Thanks for your time and consideration.

Sincerely,

Randy Muñoz



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: February 11, 2026
ITEM TITLE: Report – (February 11th Airport Report)

Fuel Sales

- **100LL:** 408 gallons
- **Jet A:** 658 gallons

Equipment

- We ended up needing to buy the tires for the front-mounted broom for the front of the dump truck
- Need to go to Cedar Rapids and buy some new blades for the small truck, as it's done a fair amount of plowing on the apron, and we're just due for a spare set as well.

Miscellaneous

- There's been a fair number of days that we've had to plow snow.
- We've had some issues with one of the T-hangars and the door going up and down. This took a fair amount of time, one morning and throughout the day, to address under extremely cold temperatures. I do not believe the fix is permanent, as the concrete tends to shift during the winter, causing the door to bind slightly on one side. We will continue to monitor this as time goes on.
- We have ordered materials for the maintenance shop to help protect the lower part of the wall. This is to address salt and sand getting on the floor and causing metal corrosion. We are exploring different materials to prevent repetitive damage over the years.
- A good-sized jet arrived at the beginning of the month and purchased a significant amount of Jet fuel.



City of Independence
Airport Board
MEMORANDUM

Item #10.

TO: Airport Board
FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: February 11, 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 Budget as of 2/4/2026

Percent of Fiscal YTD 66.7 %

2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
001 - GENERAL FUND	\$195,549.00	\$248.67	\$118,944.23	60.8%	\$76,604.77
001-280-4310 - HANGAR RENT	\$28,280.00	\$0.00	\$20,100.20	71.1%	\$8,179.80
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	\$248.67	\$85,090.69	63.0%	\$49,909.31
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	\$248.67	\$118,958.47	18.4%	\$527,840.53

2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001 - GENERAL FUND	\$341,028.00	\$1,690.38	\$137,613.01	40.4%	\$203,414.99
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$0.00	\$37,140.05	57.4%	\$27,587.95
001-280-6020 - SALARIES - PART-TIME	\$10,720.00	\$0.00	\$6,608.27	61.6%	\$4,111.73
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$0.00	\$1,224.10	61.2%	\$775.90
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$0.00	\$576.83	57.7%	\$423.17
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ...	\$600.00	\$0.00	\$350.00	58.3%	\$250.00
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 Budget as of 2/4/2026

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	\$0.00	\$7,384.55	105...	(\$384.55)
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$0.00	\$7,805.36	37.2%	\$13,194.64
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$0.00	\$1,280.89	56.9%	\$969.11
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	\$0.00	\$263.02	17.5%	\$1,236.98
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	\$0.00	\$2,256.39	75.2%	\$743.61
001-280-6510 - SPECIAL & SAFETY ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
112 - EMPLOYEE BENEFITS	\$36,128.00	\$3,281.75	\$21,207.43	58.7%	\$14,920.57
112-280-6110 - FICA - CITY/AIRPORT	\$5,925.00	\$0.00	\$3,355.06	56.6%	\$2,569.94
112-280-6130 - IPERS - CITY/AIRPORT	\$7,312.00	\$0.00	\$4,241.30	58.0%	\$3,070.70
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	\$0.00	\$9,722.01	55.2%	\$7,879.99
112-280-6154 - EMPLOYEE SELF-FUNDI...	\$4,000.00	\$3,281.75	\$3,880.30	97.0%	\$119.70
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	\$4,972.13	\$158,820.44	18.6%	\$693,335.56



City of Independence
Budget Report
 Airport Budget as of 2/4/2026

Percent of Fiscal YTD 66.7 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$145,479.00)	(\$1,441.71)	(\$18,668.78)	47.8%	(\$126,810.22)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$14.24		(\$14.24)
112 - EMPLOYEE BENEFITS	(\$36,128.00)	(\$3,281.75)	(\$21,207.43)	58.7%	(\$14,920.57)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	\$0.00	\$0.00	0.0%	(\$23,750.00)
TOTAL (REV LESS EXP)	(\$205,357.00)	(\$4,723.46)	(\$39,861.97)	18.5%	(\$165,495.03)