



## AIRPORT BOARD MEETING

Wednesday, December 03, 2025 at 5:00 PM

Council Chambers - 331 First Street East

### AGENDA

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#### 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. RFQ for Engineering Services.
7. Final CIP Review
8. Discussion regarding future fuel supply contract
9. Chairman/City Manager Update
10. Airport Manager Update
11. Revenues and Expenses to Date

#### ADJOURNMENT

This agenda is subject to change.

INDEPENDENCE AIPORT BOARD  
NOVEMBER 5, 2025

The meeting was called to order at 5:05 by chair Dan Callahan.

Present at the meeting were Dan Callahan, Vicki Pilcher, Jeff Rottinghaus, and Merritt Jones. Also present were Brett Soukup, airport manager, and Matt Schmit, city manager.

Upon a motion by Vicki Pilcher, seconded by Jeff Rottinghaus, the agenda for the meeting was approved.

Upon a motion by Vicki Pilcher, seconded by Jeff Rottinghaus, the minutes of the previous meeting were approved.

There was no public comment.

By Zoom, the engineer reported that the FAA had given the go-ahead for this year's grant for snow removal equipment.

The airport manager reported that preparations were underway to get equipment ready for winter. Two hangar-end stalls have been rented for vehicle storage by transient pilots who wish to have a vehicle at the airport. We are waiting for AVFuel to propose our fuel system.

The schedule of Capital Improvement projects was reviewed, and items and timing for projects were discussed.

A motion was made to adjourn the meeting by Merritt Jones, second by Vicki, to adjourn the meeting. The meeting was adjourned at 6:05.

Submitted by Merritt Jones



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

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**TO:** Airport Board

**FROM:** Brett Soukup Airport Director

**DATE OF MEETING:** December 3, 2025

**ITEM TITLE:** Review and Recommendation – RFQ for Engineering Services: Tractor Procurement Specification

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### DISCUSSION:

The Independence Municipal Airport intends to purchase an **American-made tractor with a front-mounted snow blower and box blade** to support airport operations and winter maintenance. Because this purchase is included in the Airport's **Airport Capital Improvement Plan (CIP)** and will follow FAA procurement and funding requirements, the city must use a **Qualifications-Based Selection (QBS)** process to hire an engineering consultant. This ensures:

- Compliance with federal procurement standards
- Evaluation based solely on qualifications (not price)
- Clear documentation supporting FAA Buy American requirements
- Eligibility of project expenditures under federal or reimbursable programs

### RECOMMENDATION:

Staff recommends that the Airport Board review and evaluate all submitted proposals, score and grade each based on the established criteria, and identify the most qualified candidate. Once the evaluation is complete and a final decision on the best candidate has been made, the Board should vote to forward a recommendation to the City Council for their final approval.



## Request for Qualifications (RFQ)

### Professional Engineering Services – Tractor Procurement Specification Development

Independence Municipal Airport (KIIB)  
City of Independence, Iowa

**Issue Date:** November 7, 2025

**Submittal Deadline:** December 2, 2025

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### 1. Introduction

The **City of Independence** is soliciting **Statements of Qualifications (SOQs)** from qualified engineering firms to provide professional services related to the development of **bid specifications and procurement support for the purchase of an American-made tractor** for use at the **Independence Municipal Airport (KIIB)**.

Selection will follow the **Informal Qualifications-Based Selection (QBS)** process as outlined in **FAA Advisory Circular 150/5100-14** and the **AIP Sponsor Guide, Section 300 – Procurement of Professional Services**.

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### 2. Project Description

The city intends to purchase a new, **American-made tractor loader front-mounted snow blower and box blade (SRE Equipment)** to support airport maintenance operations and snow removal. The selected engineering firm will develop detailed technical specifications and assist the city through the bid and procurement process to ensure compliance with FAA, AIP, and Buy American requirements.

This project has been developed from the Sponsor's Airport Capital Improvement Plan (CIP), prepared with assistance from Bolton & Menk. A copy of the Capital Improvement Plan (CIP) data sheet will be made available upon request.



### 3. Scope of Services

The anticipated scope of work includes, but is not limited to:

- Identification of performance and functional requirements.
- Development of detailed **technical bid specifications** for the tractor and attachments.
- Verification of compliance with **Buy American** and FAA procurement standards.
- Assistance with **bid package development** and **evaluation of vendor responses**.
- Optional: Engineering review of proposed equipment for technical compliance.

### 4. Evaluation and Selection Process

Consultants will be selected **solely based on their qualifications and experience**.

Cost proposals will **not** be requested until after the selection of the most qualified firm.

Once the City Council has accepted the Selection Board's recommendation, the Airport will then request a detailed **cost proposal** from the selected firm and proceed to negotiate a **fair and reasonable fee** based on an **Independent Fee Estimate**.

A **Selection Board** of at least three members will evaluate and rank all SOQs received. Interviews may be conducted if deemed necessary. The highest-ranked firm will be recommended to the **City Council** for approval.

#### Evaluation Criteria

Criteria	Weight
Relevant experience with airport or municipal equipment projects	25%
Familiarity with FAA procurement and Buy American standards	25%
Qualifications and experience of assigned personnel	20%
Capability to meet schedule and budget constraints	15%
Past performance with similar projects	15%
<b>Total</b>	<b>100%</b>

### 5. Submittal Requirements

Interested firms shall submit **one (1) digital copy** (PDF) of their **Statement of Qualifications (SOQ)**, including:

1. **Cover Letter** (one page) identifying the firm, contact information, and project interest.
2. **Firm Qualifications and Experience** relevant to airport or municipal equipment specification projects.
3. **Key Personnel** proposed for this project, including brief resumes.
4. **Project Approach and Understanding**, outlining how your firm would address this scope.
5. **References** for at least three similar projects.

Submittals shall be limited to **15 pages maximum** (excluding cover and dividers).

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## 6. Schedule

Task	Date
RFQ Issued	November 7, 2025
Deadline for Questions	November 21, 2025
SOQs Due	December 2, 2025
Selection Board Review	December 3, 2025
City Council Approval	December 8, 2025

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## 7. Submission and Contact Information

**Statements of Qualifications** must be received no later than **December 2, 2025, at 3:00 pm**  
**City of Independence – Independence Municipal Airport**

Attn: Airport Director Brett Soukup  
 331 1st Street E  
 Independence, Iowa 50644  
 Email: bsoukup@ independenceia.gov

Questions regarding this RFQ may be directed to **Airport Director Brett Soukup**  
 bsoukup@independenceia.gov (319)332-0118

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## 8. Additional Information

This solicitation is conducted under the **Informal QBS process** (services under \$100,000). The City reserves the right to reject any or all submittals, to waive informalities, and to accept the firm deemed most qualified in the City's best interest.

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# Airport Board – Consultant Evaluation Form

**Project:** Tractor Procurement Specification Development

**Firm:** \_\_\_\_\_

**Board Member** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Instructions

1. Each Board Member reviews the firm's Statement of Qualifications (SOQ).
2. Score each criterion on a scale of **1–10** (1 = Poor, 10 = Excellent).
3. Provide any comments or observations in the **Notes/Comments** column.
4. Total scores will be used to rank all firms.

<b>Evaluation Criteria</b>	<b>Weight (%)</b>	<b>Notes/Comments</b>
Relevant experience with airport or municipal equipment projects	25%	
Familiarity with FAA procurement and Buy American standards	25%	
Qualifications and experience of assigned personnel	20%	
Capability to meet schedule and budget constraints	15%	
Past performance with similar projects	15%	
<b>Total Score</b>	100%	

JAMES H.  
**CONNELL**  
F ♦ I ♦ E ♦ L ♦ D

DECEMBER 2, 2025

## PROFESSIONAL ENGINEERING SERVICES: TRACTOR PROCUREMENT SPECIFICATION DEVELOPMENT

**Contact:**

Joe Roenfeldt, PE  
515-240-4329  
Joe.Roenfeldt@bolton-menk.com

401 1<sup>st</sup> Street SE | Suite 201  
Cedar Rapids, IA 52401  
319-362-3219 | Bolton-Menk.com



**BOLTON  
& MENK**

Real People. Real Solutions.



December 2, 2025

**Brett Soukup**

Airport Director  
Independence Municipal Airport  
331 1<sup>st</sup> Street East  
Independence, IA 50644

**Bolton & Menk, Inc.**

401 1<sup>st</sup> Street SE | Suite 201  
Cedar Rapids, IA 52401  
319-362-3219 | Bolton-Menk.com

**RE: STATEMENT OF  
QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING  
SERVICES - TRACTOR  
PROCUREMENT SPECIFICATION  
DEVELOPMENT**

Dear Brett:

Independence Municipal Airport is looking to procure a tractor and supporting attachments for snow removal using FAA funds. This procurement must meet FAA Buy American provision requirements, the needs of the Independence Municipal Airport, and support timely airfield snow removal operations for the foreseeable future. Bolton & Menk has ample experience procuring snow removal equipment (SRE) and is readily available to help. With our team, you get:

### EXPERIENCED LEADERSHIP

I have helped numerous airports procure SRE for their airfield snow removal needs. My experience spans all corners of the State of Iowa and makes me uniquely qualified to get you the right equipment to meet the Independence Municipal Airport's operational needs.

### FAMILIAR FACES

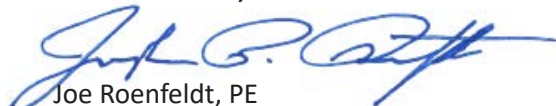
As your airport consultant, we know your preferences and expectations! Our team has helped navigate challenges at your airport for years and is readily available to assist you with SRE procurement.

### COST-EFFECTIVE SOLUTIONS

Bolton & Menk understands that you're watching your bottom line. With this necessity, it's important to procure the SRE without breaking the bank. With FY26 95 percent FAA funding lined up for the project, we will work with you to get the project bid, meeting grant deadlines and ensuring you get the equipment and features you need.

In continued service to Independence Municipal Airport, we are excited at the opportunity to complete the Tractor Procurement project. I will serve as a shared primary client contact and project manager. Please contact me at 515-240-4329 or [Joe.Roenfeldt@bolton-menk.com](mailto:Joe.Roenfeldt@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,  
**Bolton & Menk, Inc.**

  
Joe Roenfeldt, PE  
Principal Aviation Project Manager

# FIRM QUALIFICATIONS AND EXPERIENCE

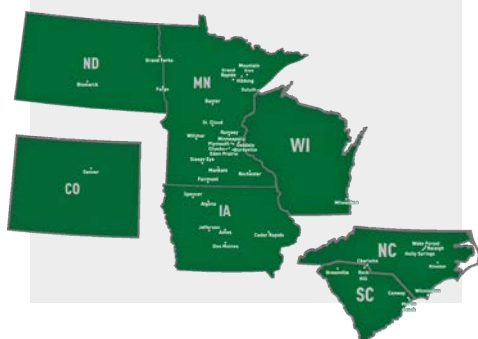


## FIRM OVERVIEW

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. Our commitment to communities began in 1949, serving the needs of municipal clients in small towns. Today, Bolton & Menk has more than 1,000 multiregional employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

For more than 40 years, we have helped communities maintain and develop their airports. From funding assistance and planning to survey, design, and construction administration of airport-related facilities, no project is too big or too small. Our history of success with the FAA demonstrates we take care to ensure plans and projects meet all regulation and funding requirements. Clients appreciate how our forward-thinking and proactive approach helps them realize their short- and long-term airport goals.

We promise every client two things: we'll work hard for you, and we'll do a good job. At the end of the day, we're **Real People** offering **Real Solutions**.



## YOUR ALL-IN-ONE PARTNER

### AVIATION SERVICES

Bolton & Menk's team of dedicated aviation professionals has experience in all types of airport design and construction projects.

### DESIGN SERVICES

- Runway, taxiway, taxilane, apron, entrance road, and parking lot
- Pavement design—concrete and asphalt
- Pavement rehabilitation
- Pavement management and preservation
- Construction safety and phasing plans
- Airfield lighting design and construction
- Airfield navigational aid design and construction
- Topographic surveying
- Site grading and drainage
- Aviation fueling systems
- Security and wildlife fencing
- SRE acquisition
- Automated weather observation systems

### CONSTRUCTION SERVICES

- Construction observation
- Contract administration
- Materials testing
- Construction staking

### AIRPORT ADMINISTRATION SERVICES

We believe the key to project success is working with you throughout project planning, design, construction, and closeout. We accomplish this by

- Attending Independence Municipal Airport Commission, FAA, and Iowa DOT meetings
- Assisting in CIP capital budgeting
- Looking for additional funding outside of the traditional sources
- Assisting in the completion of the airport CIP
- Providing FAA and Iowa DOT grant funding applications and administration
- Implementing the DBE program

### AIRPORT PLANNING

Airport planning projects impact the airport property and surrounding community. Developing an airport plan that coincides with the city's plans is integral to successful planning projects. We develop open communication between airport staff, airport commission, and the public. Our airport planning services include

- Airport master planning
- Airport layout plan (ALP)
- Runway approach analysis and development





- Airport zoning ordinance administration and updates
- Project justification documentation

### LAND ACQUISITION

We are ready to assist with acquiring land as needed for your airfield needs through the following:

- Fee acquisitions
- Easement acquisitions

### ENVIRONMENTAL SERVICES

Environmental services are becoming more critical to the completion of airport projects. We are ready to assist with tasks required to meet FAA and state requirements. Our in-house staff includes environmental specialists and archaeological field teams who provide the following services

- Categorical exclusions
- National Environmental Policy Act environmental reviews
- Wetland delineation
- Cultural resources

### AIRPORT GEOGRAPHIC INFORMATION SYSTEMS (GIS)

We have a team of aviation GIS professionals to perform airport services. Our team has created GIS web applications for ALP's to make them interactive for users, as well as unmanned aerial vehicles (drones) to provide aerial photography and site terrain data. Other services we offer include

- Airport web application development
- Utility mapping
- Unmanned aerial vehicle services
- High-resolution aerial imagery
- 3D visualizations

### AIRPORT ARCHITECTURAL SERVICES

We have completed numerous successful building projects at airports in recent years and will bring experience in

- Terminal building improvements
- Hangar and T-hangar improvements
- Corporate hangar improvements
- SRE storage facilities

### AIRPORT FUNDING SPECIALISTS

Our funding staff is committed to helping develop CIPs and match them with available funding outside the FAA and the Iowa DOT. A list of some potential funding sources includes

- FAA entitlement
- FAA discretionary

- Iowa DOT
- Iowa Economic Development Authority
- EDA grant funds
- Iowa Finance Authority
- Iowa DNR
- USDA loan program
- Iowa RISE
- Casino funding
- Congressionally directed spending



## KNOWLEDGE OF FAA STANDARDS

### LEADER IN GENERAL AVIATION (GA) AIRPORTS

Our aviation team currently serves 21 GA airports and one commercial service airport in Iowa, as well as 29 GA airports in Minnesota—many of which are comparable in size and operations to Independence Municipal Airport.

Bolton & Menk has deep experience working with the FAA and Iowa DOT, and we've built strong relationships with key personnel in both agencies. Our FAA connections include Joshua Peters, Junior Lindsay, Ryan DaMetz, Anthony Pollard, Ed Hyatt, and others in the Central Region. In planning, we regularly collaborate with Scott Tener (environmental) and Amy Walter (land acquisition). Our team has worked with the Iowa DOT Office of Aviation for more than 30 years, partnering with Shane Wright, Mike Marr, and Tim McClung. These long-standing relationships help streamline approvals and enhance funding opportunities. We encourage you to contact these individuals to learn more about our performance.

We are well-versed in Iowa DOT Airport Guidance, FAA Advisory Circulars, Orders, Memorandums, and the Airport Improvement Program Handbook, ensuring full regulatory compliance. Our expertise allows us to guide Independence Municipal Airport through project completion and funding strategies.

With every FAA and Iowa DOT grant comes a set of obligations. Our team actively tracks and manages these requirements, including the FAA's 28 grant assurances, to ensure full compliance throughout each airport improvement project.

## EXPERIENCE WITH FAA AND IOWA DOT FUNDING

With the Independence Municipal Airport closely monitoring its bottom line, maximizing the available funding for your airport is imperative. Examples of funding include:

- **FAA Non-Primary Entitlement (NPE) Funding**
  - Independence Municipal Airport receives \$150,000 annually in NPE funds, which may be accumulated for up to four years—totaling \$600,000—for eligible projects.
- **FAA Discretionary Funding**
  - These funds are distributed to high-priority projects at the end of the FAA fiscal year and are applied for through the CIP process. Discretionary funding supports larger-scale efforts such as runway extensions or parallel taxiways that exceed entitlement limits.
- **FAA IIJA – Infrastructure Investment and Jobs Act (Airport Infrastructure Grant)**
  - Under the IIJA program, the airport received:
    - » \$145,000 for FY 2023
    - » \$144,000 for FY 2024
    - » \$137,000 for FY 2025
    - » \$137,000 for FY 2026
  - Remaining **Bipartisan Infrastructure Law (BIL) funds** for FY 2026 will be recalculated and published at <https://www.faa.gov/bil/airport-infrastructure>
- **Iowa DOT Grant Funding**
  - Iowa DOT offers funding for vertical infrastructure, emergency pavement repairs, and horizontal development projects.
    - » Horizontal Infrastructure: Up to \$400,000 (state share), with a maximum of 85 percent funded by Iowa DOT
    - » Vertical Infrastructure: Up to \$300,000 for new construction and \$150,000 for rehabilitation, also capped at 85 percent Iowa DOT funding

## RECENT IOWA PROJECTS WITH FUNDING

Airport/Project	AIP Entitlement	BIL-AIG	Congressional Directed Spending	Iowa DOT AIP	Iowa DOT GAVI
<b>AXA:</b> SRE Acquisition		•			
<b>EST:</b> SRE	•				
<b>IIB:</b> LED Runway and Taxiway Edge Lighting	•	•			
<b>IIB:</b> North Aircraft Parking Apron		•	•		
<b>IIB:</b> AWOS Replacement	•				•
<b>IIB:</b> Taxiway and Apron Expansion					
<b>IIB:</b> Taxiway Construction	•				
<b>IIB:</b> SRE Storage Building	•				
<b>MUT:</b> Taxilane Construction				•	
<b>MUT:</b> SRE	•	•			
<b>PRO:</b> SRE		•			



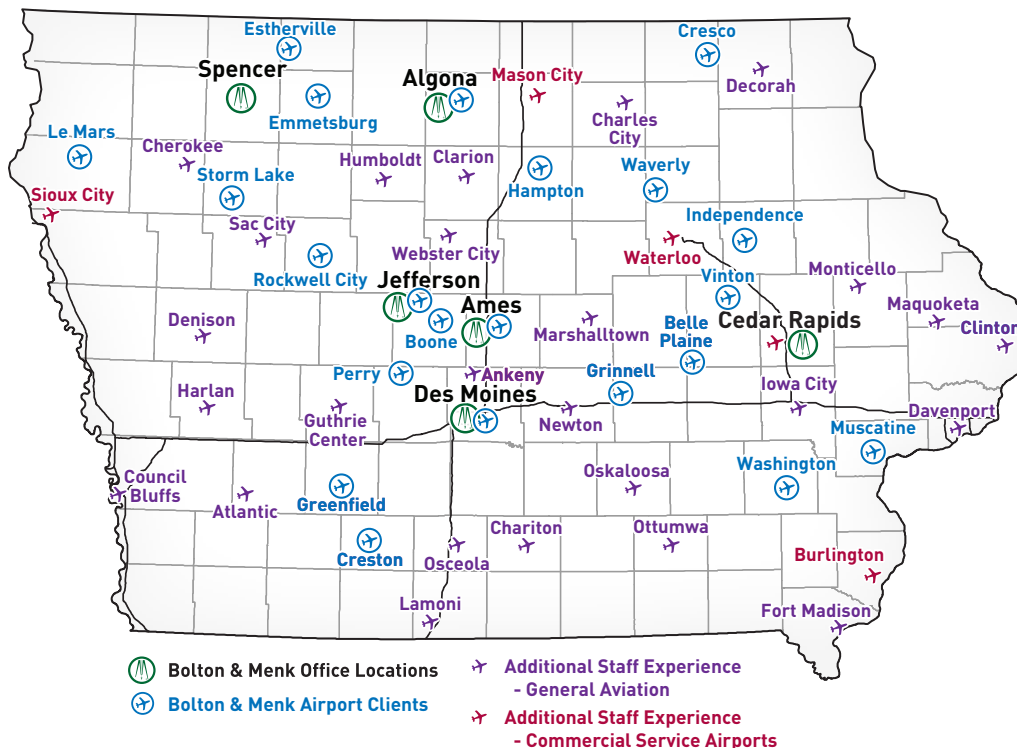
## EXPERIENCE WITH FAA SNOW REMOVAL PROJECTS AND BUY AMERICAN REQUIREMENTS

FAA SRE acquisition projects are unique, with set standards that must be followed. Standards include:

- Confirming the SRE meets the recommendations outlined in FAA Advisory Circular
  - 150/5200-30D - Airport field condition assessments and winter operations safety
  - 150/5220-20A - Airport snow and ice control equipment
- Project specifications must reference the required SAE ARP specifications per FAA AC 150/5220-20A
  - AP 5564A – Airport runway brooms
  - ARP 5539A – Rotary plow with carrier vehicle
  - ARP 5548 – Multitasking equipment (MTE) for airfield snow removal
  - ARP 5943 – Snowplow and hitches
  - ARP 6059A – Solid deicing/anti-icing material spreader for airport application
- Buy American
  - All bidders must submit Buy American documentation waivers for all major pieces of equipment supplied. Typically Type III waivers and supporting documentation are provided to support that the provided equipment is greater than 60 percent produced in the U.S. and final assembly occurs within the U.S.
  - This process is specific to the FAA requirements for any FAA funded project and in particular more difficult for SRE projects rather than other airfield projects.
  - Typically, equipment suppliers are not used to the public bidding process and Buy American documentation. Having an experienced consultant on your side helps ensure bidders are informed of the required paperwork and will choose to bid on the project.

## PROJECT EXPERIENCE

Bolton & Menk has provided aviation engineering services across the Midwest for more than 40 years. We achieve client satisfaction by developing quality deliverables, identifying additional funding options, and delivering timely projects. We have experience in all phases of work for your airport, from grant applications to planning and design through construction and project closeout. Our team has worked across Iowa, not only in airports but in the cities that host them. Over the years, our experience has covered all airport development, design, and operations aspects. The map below shows our presence in Iowa is large, local, and committed.



Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the Independence Municipal Airport.

### PROJECT MANAGER EXPERIENCE

Project manager, Joe Roenfeldt, has ample experience procuring SRE for clients. Below is a list of airports he's supported through the procurement process using FAA funding and meeting FAA Buy American requirements:

- Algona Municipal Airport, IA
- Belle Plaine Municipal Airport, IA
- Creston Municipal Airport, IA
- Estherville Municipal Airport, IA
- Grinnell Regional Airport, IA
- Humboldt Municipal Airport, IA
- Muscatine Municipal Airport, IA
- Newton Municipal Airport, IA
- Northeast Iowa Regional Airport, IA
- Perry Municipal Airport, IA
- Vinton Veterans Memorial Airport, IA

### MINNESOTA SRE PROCUREMENT EXPERIENCE OF THE FIRM

- Albert Lea Municipal Airport
- Blue Earth Municipal Airport
- Buffalo Municipal Airport
- Fairmont Municipal Airport
- Owatonna Degner Regional Airport
- Pine River Regional Airport
- Winstead Municipal Airport

### IOWA SRE PROCUREMENT EXPERIENCE OF THE FIRM

- Algona Municipal Airport
- Estherville Municipal Airport
- Muscatine Municipal Airport
- Le Mars Municipal Airport
- Perry Municipal Airport

## SNOW REMOVAL EQUIPMENT ALGONA MUNICIPAL AIRPORT

**Jacob Tjaden, City Administrator, 515-295-2411**

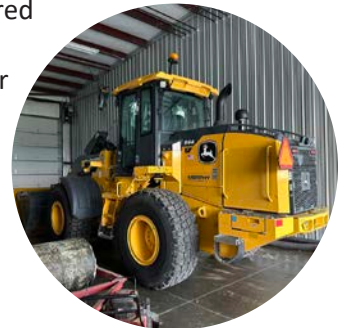
This project replaced an existing tractor and snow blower at the Algona Municipal Airport. The new equipment provided includes a tractor with front loader to use the existing box plow, a general-purpose bucket for the front for moving around piled snow and rear mounted snow blower. The airport only has one person to complete snow removal operations and desired equipment that could be easily operated to clean up the parts of the airport that could not be plowed with a truck. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.

The equipment is currently in production and is expected to be put into service this winter.

## SNOW REMOVAL EQUIPMENT ESTHERVILLE MUNICIPAL AIRPORT

**Penny Clayton, City Administrator, 712-362-7771**

The Estherville Municipal Airport required new SRE to meet its needs. The airport desired a front-end loader with a power reversible v-plow with an attached wing plow. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.



## SNOW REMOVAL EQUIPMENT LE MARS MUNICIPAL AIRPORT

**Jason Vacura, City Administrator, 712-548-4965**

This project consisted of acquiring a single-axle carrier vehicle with a heavy-duty multipurpose dump body. The truck was equipped with a front-mounted displacement plow, side-mounted displacement wing plow, and a solid material spreader. Engineering services included coordinating the SRE requirements city staff, preparation of the technical specifications and bidding documents, bidding assistance, contract administration, preparation of the grant assistance and close out. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.



## SNOW REMOVAL EQUIPMENT MUSCATINE MUNICIPAL AIRPORT

**Brian Stineman, Public Works, 563-263-8933**

Due to the amount of ramp space and the amount of jet traffic at the airport, the airport was in need of additional snow removal equipment. To combat the end rows created by the snowplows use, a snow blower was provided on a new tractor. Due to the need to keep the airport open as much as possible, the tractor will also be equipped with a broom. The broom will aid in the ability to sweep the pavement clean which will result in the ability to keep the airport open more in the winter months. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.

**ONGOING PROJECT**

The equipment is currently in production and is expected to be put into service this winter.

## SNOW REMOVAL EQUIPMENT PERRY MUNICIPAL AIRPORT

**Sven Peterson, City Administrator, 515-465-2481**

The Perry Municipal Airport needed new SRE to meet the needs of the airport. The airport desired a tractor with a front mounted snow blower. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.





## SNOW BLOWER FOR EXISTING TRACTOR BLUE EARTH MUNICIPAL AIRPORT

**Luke Steier, Airport Manager, 507-526-7264**

The Blue Earth Municipal Airport needed new SRE to meet the needs of the airport. The airport desired a tractor with a front mounted plow that can be converted hydraulically to a box plow and a snow blower attached to the rear. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.



## SNOW REMOVAL EQUIPMENT PINE RIVER MUNICIPAL AIRPORT

**Mike Hansen, Public Works Director, 218-821-3521**

Due to the amount of ramp space at the airport and amount of jet traffic, the airport was in need of additional snow removal equipment. To combat the end rows created by the snowplows use, a snow blower was provided on a new tractor. Due to the need to keep the airport open as much as possible, the tractor will also be equipped with a broom. The broom will aid in the ability to sweep the pavement clean which will result in the ability to keep the airport open more in the winter months. The airport equipment was provided as part of a grant from the FAA. The provided equipment met the Buy American requirements and procurement specifications of FAA.



## ADDITIONAL EXPERIENCE

Other notable Iowa experience from Joe Roenfeldt (all acquired under FAA grants and met Buy American requirements):

- Belle Plaine Municipal Airport - Dump truck, power reversible front blade, and tailgate sander
- Creston Municipal Airport - Dump truck, power reversible front blade, and tailgate sander
- Grinnell Regional Airport – Wheel loader with power reversible front blade, and general-purpose bucket
- Humboldt Municipal Airport – Tractor with front snow blower, front mounted broom, and rear blade
- Newton Municipal Airport – Dump truck, power reversible front plow, tailgate sander, benching wing plow, and under body scraper plow
- Northeast Iowa Regional Airport - Dump truck, power reversible front plow, and tailgate sander
- Vinton Veterans Memorial Airport – Tractor with front snow blower and front mounted broom



## HISTORY OF MEETING SCHEDULES AND MEETING BUDGETS

Our team understands your need for a cost-effective project through all phases, from scoping through design, smart design choices, and managing construction risks and costs. All tasks and design elements are targeted to meet the contract schedule. Our commitment to on-time delivery also strengthens our ability to meet contract budget requirements.

We look forward to presenting and discussing our schedule and budget management approach with you in more detail, including our success on similar projects. Below is a snapshot of similar type projects from our project history showing our ability to meet project goals. **Additional Iowa aviation project budget/schedule information is available upon request.**

Year	Airport /Project	Engineers Estimate (≈CIP Project Budget)	Actual Bid Cost	% Change Est vs. Bid Cost	Final Cost	% Change Bid Vs. Final Cost	% Change Est Vs. Final Cost	See Notes	Completed on Schedule?
2025	<b>AXA:</b> SRE Acquisition - Tractor, Snow Blower, Loader, and Bucket	\$465,000.00	\$502,093.17	8%	Under Construction				
2022	<b>EST:</b> SRE Acquisition - Front End Loader, Wing Plow, and Displacement Plow	\$302,100.00	\$263,900.00	-13%	\$263,900.00	0.00%	-12.6%		Yes
2024	<b>IIB:</b> LED Runway and Taxiway Edge Lighting	\$559,025.00	\$423,544.00	-24%	\$427,290.70	0.88%	-23.6%		Yes
2023	<b>IIB:</b> North Aircraft Parking Apron	\$1,056,335.00	\$1,012,083.00	-4%	\$994,537.93	-1.73%	-5.9%		Yes
2022	<b>IIB:</b> AWOS Replacement	\$206,975.00	\$155,710.00	-25%	\$156,825.75	0.72%	-24.2%		Yes
2022	<b>IIB:</b> Taxiway and Apron Expansion	\$360,866.00	\$331,851.00	-8%	\$329,100.95	-0.83%	-8.8%		Yes
2019	<b>IIB:</b> Taxiway Extension	\$424,831.00	\$264,085.00	-38%	\$273,828.00	3.69%	-35.5%	1	Yes
2017	<b>IIB:</b> Taxiway Widening	\$67,718.00	\$52,268.00	-23%	\$52,458.00	0.36%	-22.5%		Yes
2014	<b>IIB:</b> SRE Storage Building	\$335,685.00	\$418,088.00	25%	\$411,042.00	-1.69%	22.4%		Yes
2025	<b>MUT:</b> SRE Acquisition - Tractor, Snow Blower, and Broom	\$445,000.00	\$428,799.67	-4%	Under Construction				
2024	<b>PRO:</b> SRE - Tractor and Snow Blower	\$380,000.00	\$385,988.86	2%	\$385,988.86	-	1.6%		Yes
<b>Average (all Iowa airport projects)</b>				<b>-8.7%</b>	<b>-</b>	<b>-0.3%</b>	<b>-7.2%</b>	<b>-</b>	<b>-</b>

1: Additional work via change orders



# PROJECT UNDERSTANDING AND APPROACH

Having adequate and reliable SRE at your airport is vital to maintaining wintertime airfield operations. It is important to ensure that winter precipitation is cleared efficiently and the airfield is safe for aircraft operations as quickly as possible following winter storm events.

The airport currently has a snowplow truck with blade, an older tractor with a loader, and a tractor with a snow blower. Older SRE is more likely to breakdown during key times and particularly during harsh winter weather events, when you need the equipment the most.

The new equipment to be provided includes a new snow blower, loader for the proposed tractor, and a box blade. With a provided loader, a general-purpose bucket will also be available for scooping piles of snow.

Given the limited number of SRE operators and maintenance staff at your airport, it is important to have multipurpose equipment. The equipment should be configured in a way that allows users to easily switch between functions. It should also be equipped with intended attachments in the correct position on the tractor as to how it will function most of the time so that it is ready for most winter weather events.

Until recently, most tractors that met the Buy American standards were row crop tractors that were outfitted for snow removal operations. Recently, an established airport snow removal equipment supply company released a bi-directional tractor of similar horsepower and price to the row crop tractors that may be a viable option to consider for your airport. Consideration of this bi-directional tractor would allow the operator to always have forward-facing equipment no matter what direction the tractor is moving or what end of the tractor the snow removal attachments are installed on. This is due to the controls and the seat being able to rotate to face forward to the direction of travel of the tractor.

We have experience in obtaining a variety of federally funded SRE. We have considerable experience working with equipment suppliers to ensure that they understand the paperwork for the Buy American requirements. The FAA procurement process is a tedious and daunting task that falls outside the comfort zone of the equipment suppliers' usual sales processes, so our experience in assisting them through the process is essential to ensure complete and competitive bids. With this project planned in Federal FY 2026 it is eligible for 95 percent FAA funding, subject to entitlement and BIL balance available.





# KEY PERSONNEL



Bolton & Menk understands the importance of developing solutions that can be implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. **We can provide detailed résumés of all personnel upon request.**



## JOE ROENFELDT, PE

### PROJECT MANAGER, PRINCIPAL-IN-CHARGE

**Joe has the qualifications, experience, motivation, and work ethic to effectively manage and coordinate your project. He will be responsible for overall team management and all schedule, cost, and scope management processes. Joe will be the primary point of contact for the project. He is the subject matter expert for all things SRE.**

Joe is an aviation project manager at Bolton & Menk who began his career in 2007. His project experience includes program design and management, contract administration, and construction observation as well as reconstruction, rehabilitation, and development of runways and taxiways. He uses his skills as a project manager to fulfill design, bidding, observation, construction administration, and grant administration needs. Joe is passionate about the airport work he does and the people he meets along the way.

Joe has ample experience procuring SRE for clients. Below is an all-inclusive list of airports he's supported through the procurement process using FAA funding and meeting FAA Buy American requirements:

- Algona Municipal Airport, IA
- Belle Plaine Municipal Airport, IA
- Creston Municipal Airport, IA
- Estherville Municipal Airport, IA
- Grinnell Regional Airport, IA
- Humboldt Municipal Airport, IA
- Muscatine Municipal Airport, IA
- Newton Municipal Airport, IA
- Northeast Iowa Regional Airport, IA
- Perry Municipal Airport, IA
- Vinton Veterans Memorial Airport, IA

#### Active GA Projects:

- Algona Municipal Airport, IA
- Ames Municipal Airport, IA
- Belle Plaine Municipal Airport, IA
- Boone Municipal Airport, IA
- Creston Municipal Airport, IA
- Greenfield Municipal Airport, IA
- Grinnell Regional Airport, IA
- Hampton Municipal Airport, IA
- Le Mars Municipal Airport, IA



## GARRETT JACOBS, PE

### PROJECT SUPPORT

**Garrett will assist Joe throughout the snow removal procurement process. He will assist in the specification development and assist in the contract administration for the project.**

Garrett is an aviation project manager who began his career in 2019 who focuses on design and construction of projects at general aviation airports in Iowa. His experience includes focusing on design and construction oversight of aviation projects. Garrett enjoys the wide variety of projects that the general aviation community. Garrett looks forward to assisting you with your airport design and construction needs.

#### **SRE Projects:**

- Algona Municipal Airport, IA
- Perry Municipal Airport, IA
- Muscatine Municipal Airport, IA

#### **Active GA Projects:**

- Perry Municipal Airport, IA
- Storm Lake Municipal Airport, IA



## ELLIOTT LINDGREN

### QA/QC MANAGER

**Elliott will ensure that quality service is provided to Independence Municipal Airport.**

Elliott is a dynamic aviation division leader who began his career in the aviation industry in 1999. He has made significant contributions to some of the nation's largest airports and led multiple introductory FAA programs. Elliott excels in leading and providing technical oversight of aviation projects, bringing expertise in aviation planning, safety, design, and operations of general aviation, commercial service, and military airports. Passionate about addressing clients' needs, he is known for his ability to facilitate consensus-building efforts, ensuring balanced and effective solutions. His dedication and expertise make him a trusted leader in the aviation industry.

#### **Active Commercial Service Projects:**

- Waterloo Regional Airport, IA





## CARL BYERS, PE

### CLIENT SERVICE MANAGER

**Carl will share the primary point of contact for the project. He will lead all client service efforts.**

Carl spent 10 years as an active-duty Air Force pilot, flying varied aircraft ranging from the Boeing B52 bomber to the supersonic Northrop T38 trainer. He completed his military career in 1998 as a pilot for the Iowa Air National Guard, flying the Fairchild Metroliner and the Beech 1900. In 1989 he began his career as an aviation engineer. As an aviation senior project manager, his experience includes project management, design, and construction for runway extensions, taxiways, aprons, NAVAIDS, and pavement rehabilitation. Carl enjoys helping his clients identify a need, find and secure funding, design necessary improvements, and see a project through so it provides the necessary client benefit.

#### SRE Projects:

- Chariton Municipal Airport, IA
- Monticello Regional Airport, IA
- Guthrie County Regional Airport, IA

#### Active GA Projects:

- Jefferson Municipal Airport, IA
- Muscatine Municipal Airport, IA
- Vinton Veterans Memorial Airport, IA
- Washington Municipal Airport, IA

#### Active Commercial Service Projects:

- Des Moines International Airport, IA



# REFERENCES



Feel free to reach out to the actual users of equipment we've procured. These airport managers recently went through or are currently in the process of getting FAA-funded SRE.



**JACK BUTLER**  
**PERRY MUNICIPAL AIRPORT**  
 515-360-7271



**PAUL SLAUGHTER**  
**ESTHERVILLE MUNICIPAL AIRPORT**  
 712-362-2761



**JIM KOHLHAAS**  
**ALGONA MUNICIPAL AIRPORT**  
 515-320-0870



## FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

**Please attach the following documents with your application.**

- ☒ Sponsor Identification Sheet for the Airport
- ☒ Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- ☒ Five-Year CIP
- ☒ Long-Range Needs Assessment
- ☐ Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- ☒ Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- ☐ Verification of completed land acquisition or signed purchase agreement
- ☒ Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- ☐ If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- ☐ If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- ☐ If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- ☐ For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
  - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
  - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
  - 3) Justification for the project.
- ☒ System for Award Management (SAM) registration is up to date ([www.sam.gov](http://www.sam.gov))

Please e-mail this form with supporting documents identified in the checklist to [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us).

Attn.: Program Manager  
 Aviation Bureau  
 Iowa Department of Transportation  
 800 Lincoln Way  
 Ames, IA 50010

E-mail: [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us)  
 FAX: 515-233-7983  
 Phone: 515-239-1048

**AIRPORT SPONSOR IDENTIFICATION SHEET****\*\*\* PLEASE ONLY SUBMIT IT YOU HAVE CHANGES FROM PREVIOUS YEAR. \*\*\***Airport Name: Independence Municipal AirportAirport sponsor(s) Name: City of IndependenceContact Person: Brett SoukupTitle: Airport ManagerEmail Address: bsoukup@independenceia.govPhysical Mailing Address: 331 1st Street E.

P.O. Box (if applicable): \_\_\_\_\_

City: IndependenceState: IowaZIP Code: 50644Phone: (319) 334-2780U.S. Congressional District Number: 1Tax Identification Number: 42-6004793Dun and Bradstreet Number (DUNS): 050888643

You **must** have a current System for Award Management (SAM) registration to receive a grant.  
Register at: <https://www.sam.gov>.

**Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at [Junior.E.Lindsay@faa.gov](mailto:Junior.E.Lindsay@faa.gov) or [Joshua.W.Peters@faa.gov](mailto:Joshua.W.Peters@faa.gov).**

# **FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)**

Attach additional sheets if necessary.

Item #7.

Airport Name, LOCID, City, State: Independence Municipal, IIB, Independence, Iowa

Prepared by: Bolton & Menk, Inc.

Sponsor's E-mail: bsoukup@independenceia.gov

Date Prepared: 12/8/2025

Sponsor's Signature: \_\_\_\_\_

Sponsor's Phone: (319) 334-2780

Printed Name: Matthew R. Schmitz

FY	Detailed Project/Scope Description	Funding Source	Total Estimated Cost
2028	Airport Master Plan/ALP	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$	203,250.00 111,750.00  35,000.00 350,000.00
2029	Rehabilitate Runway (Joint Sealing, Crack Sealing & Patching) LCD 2007 & 2008 <i>Combine with other rehabilitation projects into a single funded FAA project - discretionary funded from FAA.</i>	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$	360,000.00   40,000.00 400,000.00
2029	Rehabilitate Parallel Taxiway (Joint Sealing, Crack Sealing & Patching) LCD 2009 <i>Combine with other rehabilitation projects into a single funded FAA project - A small portion discretionary funded from FAA.</i>	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$	315,000.00   35,000.00 350,000.00
2029	Rehabilitate Apron Pavement (Joint Sealing, Crack Sealing & Patching) LCD 2007, 2008 & 2010 <i>Combine with other rehabilitation projects into a single funded FAA project - Utilizes available entitlement funding.</i>	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$	300,000.00   33,333.00 333,333.00
2031	Hangar Improvements	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$	300,000.00  300,000.00 1,400,000.00 2,000,000.00

**LONG-RANGE NEEDS ASSESSMENT  
YEARS SIX TO 20**  
Attach additional sheets if necessary.

Item #7.

Airport name Independence Municipal Airport

Estimated FY	Description of project	Funding source	Total estimated cost
	Wildlife Fencing	Federal \$ IIJA \$ State \$ Local \$ Total \$	
		Federal \$ IIJA \$ State \$ Local \$ Total \$	
		Federal \$ IIJA \$ State \$ Local \$ Total \$	
		Federal \$ IIJA \$ State \$ Local \$ Total \$	
		Federal \$ IIJA \$ State \$ Local \$ Total \$	

# FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

CIP DATA

Item #7.

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Independence Municipal, IIB, Independence, Iowa		
<b>AIP Project Type:</b>	Airport Master Plan Update		
<b>Local Priority:</b>	1 - Very High	<b>Fed. Share (AIP):</b>	\$ 203,250.00
<b>FFY Requested:</b>	2028	<b>Fed. Share (IIJA):</b>	\$ 110,250.00
<b>NEPA Determination:</b>	See Below	<b>State Share:</b>	\$ 0
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.</b>		<b>Local Share:</b>	\$ 35,000.00
		<b>Total Project Cost:</b>	\$ 350,000.00
<p><b>Project Description:</b> The purpose of this project is to update the Master Plan and Airport Layout Plan to identify future development projects.</p> <p><b>Justification:</b> The current Mater Plan was completed in April 2014 and all major improvements have been completed. The sponsor should undertake a new master plan in order to re-assess ultimate airport needs as well as ensure that based on updated guidance, the improvements desired are feasible.</p> <p><b>ALP Verification:</b> Not Applicable.</p> <p><b>NEPA Categorical Exclusion or Date of Environmental Determination:</b> The proposed improvements are CE per FAA Order 1050.1g paragraphs B-2.1.p.</p> <p><b>Clear Approaches per FAA AC 150/5300-13 and FAA Order 8260.3:</b> Approaches are clear.</p> <p><b>Property Ownership:</b> All land needed for this project is currently owned by the airport as shown in the current exhibit</p>			
SPONSOR SIGNATURE BLOCK			
<b>Signature:</b>		<b>Date:</b>	12/8/2025
<b>Printed Name:</b>	Matthew R. Schmitz	<b>Title:</b>	City Manager
<b>Phone Number:</b>	(319) 334-2780	<b>Email:</b>	bsoukup@independenceia.gov

## AIRPORT MASTER PLAN UPDATE

		TOTAL	Federal	90%	State	0%	Local	10%
PLANNING/ENGINEERING	\$	342,000.00	\$	307,800.00	\$	-	\$	34,200.00
GRANT ADMINISTRATION	\$	8,000.00	\$	7,200.00	\$	-	\$	800.00
ESTIMATED CITY ADMINISTRATION	\$	-	\$	-	\$	-	\$	-
<b>AIRPORT MASTER PLAN UPDATE</b>	<b>\$</b>	<b>350,000.00</b>	<b>\$</b>	<b>315,000.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>35,000.00</b>





## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

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**TO:** Airport Board

**FROM:** Brett Soukup Airport Director

**DATE OF MEETING:** December 3, 2025

**ITEM TITLE:** Discussion regarding future fuel supply contract

---

### DISCUSSION:

The city currently utilizes Avfuel for aviation fuel supply at the Independence Airport. As the current agreement approaches its renewal or review period, the city has been engaging in discussions regarding the future needs and operational requirements of the airport's fueling services.

Avfuel, recognizing the impending review of the fuel supply contract, has proactively requested an opportunity to present a comprehensive proposal outlining its commitment to the continued partnership and detailing its service enhancements. The city will review this submission.

### PROPOSAL OVERVIEW

The anticipated proposal from Avfuel is expected to outline the following key areas:

- **Service Enhancement:** Details on how they can improve or maintain current service levels (e.g., delivery, safety protocols, equipment maintenance).
- **Operational Support:** Specific ways they can assist the City/Airport with current fuel management and operational challenges.
- **Value Proposition:** A clear outline of the benefits and value they intend to provide to the city, demonstrating their long-term commitment.
- **Pricing & Contract Structure:** Their proposed terms for a future agreement.

### RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.



## City of Independence | KIIB

**Prepared By:**

Josh Diggs, Area Manager of the Great Plains

**On behalf of:**

Avfuel Corporation | 47 West Ellsworth Rd. | Ann Arbor, MI 48108

**CONFIDENTIAL**

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Brett Soukup, Airport Manager | City of Independence | 1684 230th St., Independence, IA 50644

Date: November 26, 2025

Dear Brett:

Thank you for taking the time to learn how Avfuel's comprehensive support systems can continue to enhance James H Connell Field at Independence Municipal Airport operations during a new contract term.

The following proposal not only outlines Avfuel's ability to supply fuel and services for James H Connell Field at Independence Municipal Airport, but also how Avfuel's programs and dedicated support team can continue to help you realize your goals. How? **By further leveraging our dedicated sales, marketing and support experts to actively nurture connectivity with current and prospective partners on your behalf.**

With a 50+ year track record of providing reliable, uninterrupted fuel supply, industry-leading solutions to support back-office operations, and traffic-generating marketing and sales support—including 8 years as your preferred partner—Avfuel has a unique understanding of how to help James H Connell Field at Independence Municipal Airport succeed in a competitive market.

Backed by proven solutions and 250+ dedicated employees, I am confident an extended partnership can help streamline your operations and further accelerate your business in the years to come. Working as a team, we plan to accomplish this with a number of high-value offerings for a new contract term, including:

- ▶ **Self-Serve unit:** Avfuel will cover the cost of the QTPod M4000 unit in conjunction with a seven (7) year contract. The City will be responsible for the cost of the installation.
- ▶ **IN-HOUSE TRAINING SOLUTIONS**, including PART 139 FAA-approved fuel safety, Avfuel programs, sales and customer service.
- ▶ **MARKETING AT NO COST** to assist your operation in promoting its facility and brand for the duration of the contract.
- ▶ **A CONNECTED AND ACTIVE PARTNER** that's not only engaged at a high-level in numerous industry endeavors, but also proactively connects you with industry stakeholders and initiatives.

With a half-century focus on aviation, Avfuel became the industry's first and foremost all-round aviation facilitator. Our diverse business lines and programs—from card processing and FBO training, to equipment and commercial fuel services—propelled us to the forefront of the aviation industry. It would be our honor to continue putting our programs, reputation, aviation commitment and *people* to work for you.

Best regards,

A handwritten signature in black ink, appearing to read 'Josh Diggs', with a long horizontal line extending to the right.

Josh Diggs  
Area Sales Manager of the Great Plains  
Avfuel Corporation



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### Important

This comprehensive proposal is submitted for approval within 90 days and is subject to the execution of the contract documents satisfactory to both parties, which will incorporate the proposal terms and, when executed, become binding to both parties. In case of any discrepancy between the contract documents, this proposal, a request for proposal or any other correspondence between our organizations, the content of the contract documents will take precedence.

### Confidential

All material in this document is to be considered confidential and you are hereby notified that any disclosure, copying or distribution is strictly prohibited.





## Meet Avfuel

*Unmatched Experience & Support*





## Meet Avfuel: Your Everything Fuel Supplier



### FOCUSED ON FUELING CONNECTIONS

At Avfuel, we've made it our mission since 1973 to facilitate global connectivity through the sale of aviation fuel and services. While fuel is our commodity, people are our business. When you partner with Avfuel, you partner with a company dedicated to connecting you to:

- The fuel you need, whenever you need it
- The solutions you require to operate efficiently
- Fuel consumers, increasing traffic to your ramp
- Industry-leading technologies, all managed in-house for your direct access
- A team of **250+ aviation professionals**, focused on your success

### DIFFERENTIATORS

- Aviation-only Focus
- Globally-recognized Brand
- Largest Branded Network in U.S.
- 24/7/365 Access to Avfuel Experts
- 50+ Years of Consistent Growth
- Prominent Leadership Positions on Industry Boards & Committees
- In-house Solutions Proven to Grow Your Business



#### How do we do this?

With the expertise that comes from a half-century of logistical expertise, supporting and connecting every type of aviation fuel consumer: FBOs, flight departments, military aircraft, commercial airlines and everyone in-between.

With this level of connectivity, Avfuel touches 1 in every 3 U.S. business flights.





## Avfuel: So Much More Than Just a Supplier

Many fuel suppliers “check all the boxes” when it comes to fuel supply and related services, but few can boast the successes seen in each of these value-added solutions. As the original comprehensive supplier of aviation fuel and services, **Avfuel has perfected each of these in-house offerings across 50+ years.**

### EQUIPMENT FACILITY

The only OEM owned by a fuel supplier.



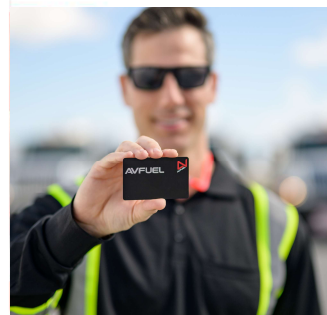
### DLA RELATIONSHIPS

Opportunities for connection with a key segment.



### CONTRACT FUEL

Serving 32.5k aircraft who trust the Avfuel brand.



### SALES + MARKETING

Dedicated aviation pros who know how to reach goals.



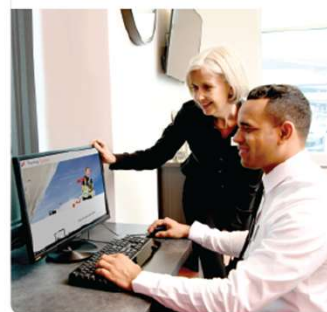
### LOYALTY REWARDS

Historically preferred among flight crews.



### FBO RESOURCES

Staff training + rewards for next-level customer care.



**THIS DEDICATION EARNED US A  
29% SHARE OF U.S. BRANDED FBOS**



# THE NUMBERS BEHIND SO MUCH MORE

**50+**  
YEARS DEDICATED  
TO AVIATION

**90+**  
REFINERY  
PARTNERS

**300+**  
SUPPLY  
TERMINALS

**33K+**  
SQUARE-FOOT  
TRUCK SHOP

**3500+**  
GLOBAL FUELING  
LOCATIONS

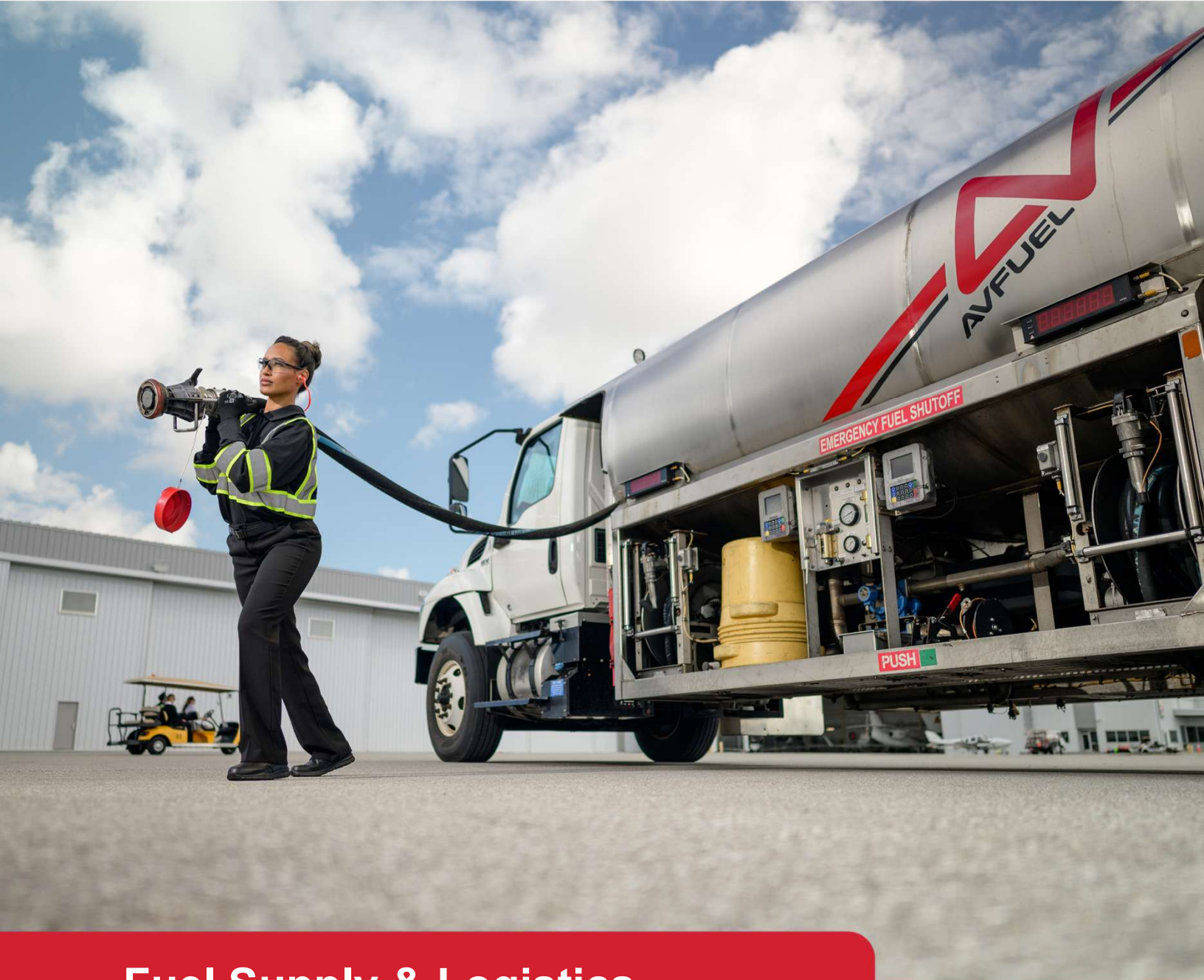
**675+**  
BRANDED FBO  
PARTNERS

**28K+**  
ACTIVE AVTRIP  
MEMBERS

**10+**  
SUPPORTING  
SERVICE LINES







## Fuel Supply & Logistics

*The Reliability You Need at a Higher Value*

## Logistics: Supply Reliability

**NO OTHER SUPPLIER HAS CURATED MORE  
RELATIONSHIPS WITH REFINERS & SUPPLIERS.**

**REDUNDANCY KEEPS YOU FUELED DURING FLUCTUATIONS & EMERGENCIES.**

**90+**

REFINERY  
PARTNERS



**300+**

SUPPLY  
TERMINALS



**100+**

TRANSPORT  
CARRIERS



**DELIVERING  
YOUR FUEL VIA**



PIPELINE



BARGE



RAIL



TRUCK



### **YOUR POWERFUL SOURCE OF POWER**

Rely on our expertise in the movement, scheduling and safe handling of aviation fuel. With Avfuel, nothing comes between you and your fuel.



## Logistics: Dispatching Your Fuel

### ORDERING FUEL HAS NEVER BEEN EASIER

CALL US 24/7/365 FOR QUICK ACCESS TO AVFUEL'S DISPATCH PROFESSIONALS.

Special circumstances are our specialty. With Avfuel, you gain logistics experts with extensive experience handling fuel deliveries, including for special events and emergency orders.



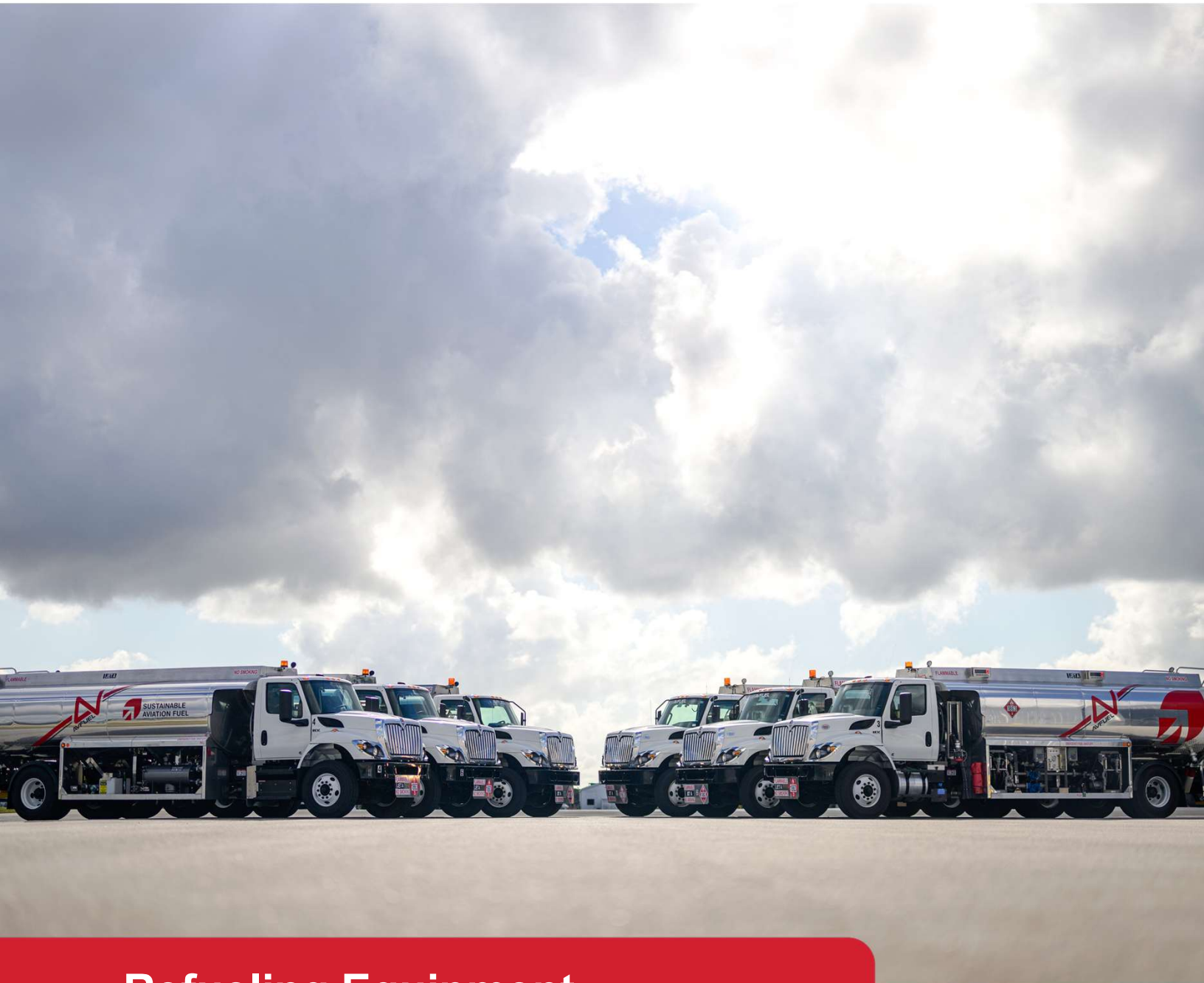
### WE KEEP IT SIMPLE TO MAKE IT SIMPLE



DELIVERY TIME FOR  
JET A **24 HOURS**  
AVGAS **24 HOURS**



**24/7/365**  
CALL OR ORDER  
ONLINE



## Refueling Equipment

*We Keep You Running on the Ground*



### SELF SERVICE FUEL SYSTEM FINANCING



Avfuel offers to purchase the QTPod M4000 and Veeder Root system for the City of Independence in conjunction with a seven (7) year term. The City will be responsible for the cost of the installations.





## Refueling Equipment Capability

# LARGEST REFUELER FLEET IN THE U.S.



**1K+**  
VEHICLES

**REFUELING EQUIPMENT IS A CRITICAL COMPONENT OF YOUR DAILY BUSINESS.**

### AVFUEL'S QA TEAM IS AVAILABLE 24/7/365

Our fuel quality assurance team is a group of recognized experts that work with FBOs, transport companies, terminals and handlers on the proper handling of aviation products.



### THAT'S WHY WE MAKE CONSTRUCTING THEM A CRITICAL PART OF OURS.

As the only fuel supplier with an in-house OEM, our equipment not only features advanced technologies, but is also backed by the industry's most knowledgeable team of refueler specialists.

Avfuel has a fleet of **1,000+ refueling trucks** available for lease.

### OUR PRIORITY? KEEP YOUR OPERATION RUNNING.

- **Electronic meters** to streamline operations
- Trend-setting, high-tech truck designs
- **Parts and supplies** ready to ship
- Maintenance guidelines
- Sleek branding decals on new or existing equipment





## The Only Supplier-Owned OEM



"I've never seen a supplier care so much about every detail of our trucks. They have a whole team to make sure their equipment is just right."

**Avfuel FBO Customer**



**AVTANK**  
CORPORATION  
ANN ARBOR, MI

**SETTING THE STANDARD FOR AVIATION REFUELING EQUIPMENT**

**30+**

DEDICATED TECHNICIANS,  
FABRICATORS & WELDERS

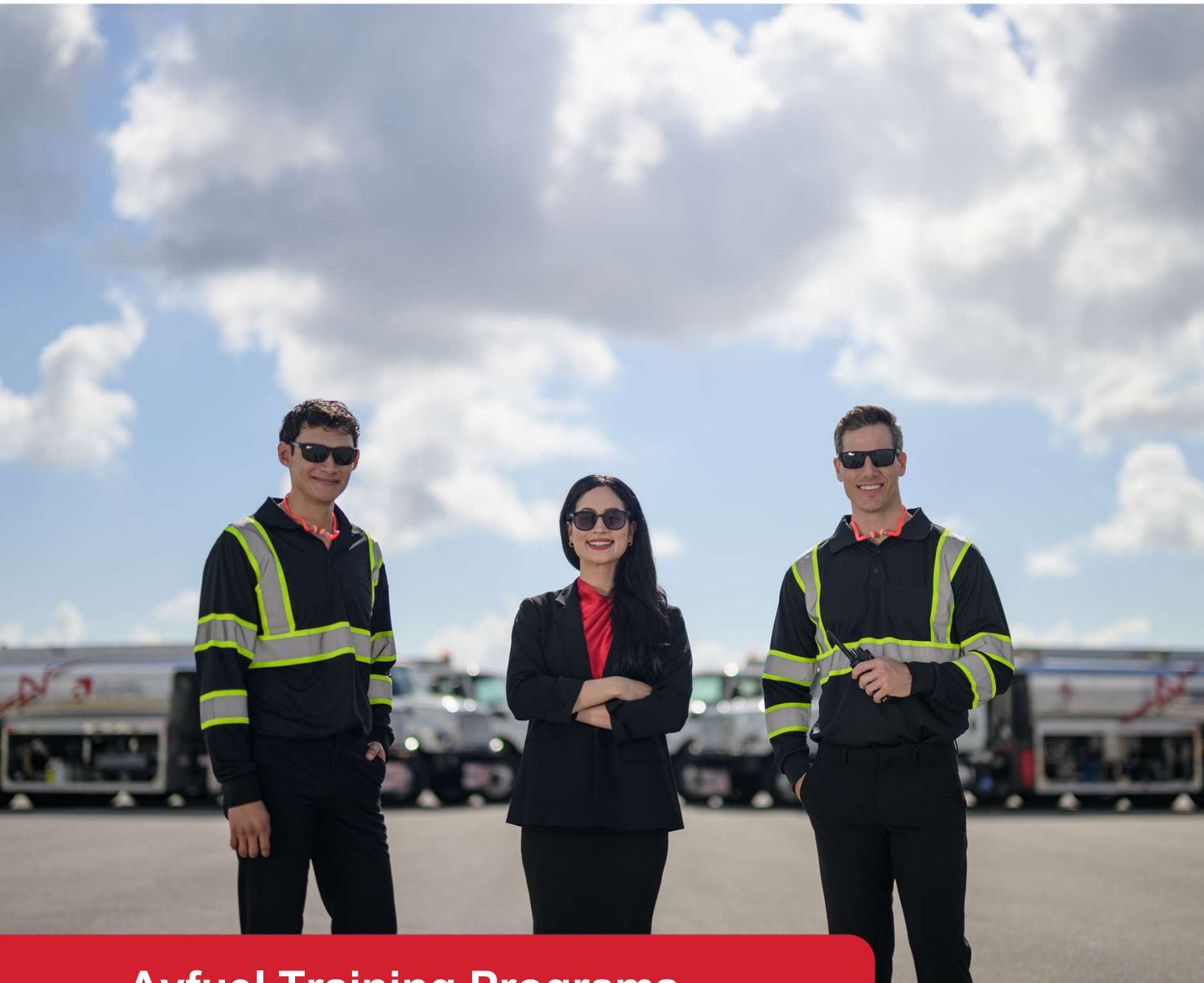
**35+**

YEARS OF OPERATION

**33,000**

SQ. FT. EQUIPMENT FACILITY





## Avfuel Training Programs

**Quality Assurance • Customer Service • Front Counter**  
*Ensuring Your Staff Are On-boarded and Trained for Success*



## Avfuel Training System: Online

Avfuel offers its branded FBOs access to the online Avfuel Training System (ATS), which includes **FAA-Approved Line Service Fuel Safety Training and Supervisory Fuel Safety Training to satisfy 14 CFR 139.321**. Upon completion, employees receive a Line Service Fuel Safety Training Certification or Supervisory Certification equivalent to NATA.

### ONLINE FAA-APPROVED SUPERVISORY & LINE SERVICE FUEL SAFETY MODULES



#### FUEL SAFETY TRAINING

- Fuel Handling and Fire Safety
- Aviation Fuels and Additives
- Fuel System Icing Inhibitor (FSII)
- Contaminants and Fuel Testing Methods
- Receiving a Load of Aviation Fuel
- Aviation Fueling Components
- Fuel Storage Systems
- Mobile Refueling Equipment
- Aircraft Fueling and General Operations
- Record Keeping Best Practices
- **For Supervisors:** Effective Training Techniques



#### AVFUEL CUSTOMER SERVICE TRAINING

- Culture and Brand
- Service Essentials
- Amaze and Wow



#### AVFUEL FRONT COUNTER TRAINING

- Avfuel Contract Fuel
- AVTRIP
- Avfuel Network Referrals & Rewards



#### RAMP SAFETY

- Aircraft Marshalling
- Aircraft Towing Equipment
- Aircraft Towing Procedures
- De-icing and Anti-icing Introduction
- De-icing and Anti-icing Fluid Handling Procedures
- De-icing and Anti-icing Fluid Application
- General Aviation Security



## Avfuel Training System: Online

### PRICING

All subscriptions include unlimited seats for the year, and training on customer service, front counter and ramp safety.

	<i>FREE for</i> <b>KIIB</b>	<i>FREE for</i> <b>KIIB</b>
<b>BASIC</b>	<b>PRO</b>	<b>PRO+</b>
<b>FREE</b>	<b>\$750*</b>	<b>\$1250*</b>
General Fuel Safety Lesson <i>Free to Avfuel-branded FBOs</i>	FAA-Approved Line Fuel Safety Training	FAA-Approved Line Fuel Safety Training
	Certifications Awarded Upon Completion	FAA-Approved Supervisory Training
		Certifications Awarded Upon Completion

*\*Prices indicate the initial subscription setup fee. Annual fee at time of subscription renewal is \$300 for PRO and \$500 for PRO+.*



### IN-PERSON: SUPERVISORY FUEL SAFETY TRAINING SEMINAR

Avfuel provides its customers with **FREE** 14 CFR FAA-approved Part 139 Supervisory Fuel Safety Training Seminars.



## Slide 17

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- 13** SALES: If not offering for free, delete the free boxes. If offering for free, put in the identifier or logo of the FBO and either take out or adjust the language in italics with the asterisk about the annual subscription fee

Krista Lodes, 9/10/2024





## Payment Processing

*Saving You Time and Money*

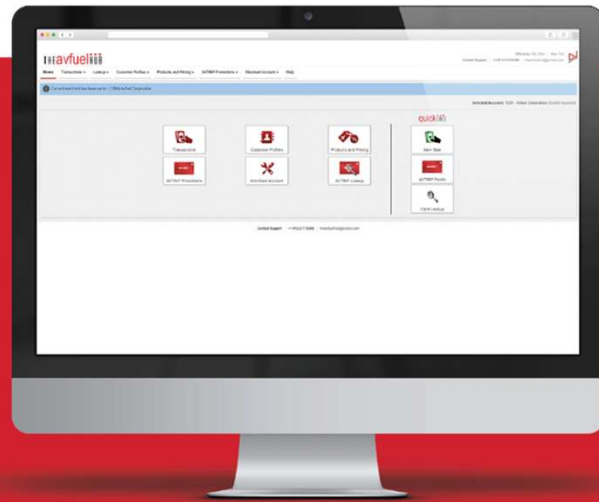




## The Avfuel Hub: Point of Sale Software

**STREAMLINE YOUR  
OPERATIONS WITH MORE  
EFFICIENT TRANSACTIONS.**

THE **avfuel** HUB



Avfuel will provide your operation with **the Avfuel Hub**, Avfuel's proprietary web-based point-of-sale and processing system, which centralizes and streamlines the sale of fuel, products and services at your FBO.

Designed with the user in mind, the Avfuel Hub increases transaction efficiency and allows for a more customer-focused experience.

### CORE FEATURES



**Electronic processing of all transactions**  
(sales, voids, credits, post-authorizations)



**Integrated with Avfuel Contract Fuel**  
and AVTRIP rewards



**Easy customer lookup by name, tail**  
number, city or card type



**Minimal steps and pre-populated data**  
for quick processing



**Avfuel Contract Fuel Pre-Authorizations**  
are sent directly to the Avfuel Hub



**Print and email receipt options**



**Create on-demand reports**



**Manage customer data**



**International processing capabilities**



**PCI (Payment Card Industry) compliant,**  
improving credit card security



## Card Processing: Third-Party Software Integration

Should you decide to use a different third-party POS provider, Avfuel's card programs can be used on the following certified software:



### Advanced Certification & Avfuel Network Pricing: Avman & X-1 FBO

Avfuel worked with **Avman** and **X-1FBO** to incorporate specific features that better cater to Avfuel-branded FBO locations, making Avfuel's card programs even more intuitive and seamless at the front desk. These features include:



#### Avfuel Pro Card / Contract Fuel

**Account Lookup:** By name, tail number, city or card type

**Contract fuel authorization integration** directly into invoice/transaction screen for ease of use



#### AVTRIP Rewards Enhanced Usability:

AVTRIP Member lookup, emailed receipt capability, user activity tracking by transaction

**REDUCED PRICING  
FOR AVFUEL FBOS**



### SOFTWARE CONSULTATION AND REFERRALS

*Not sure which point-of-sale is best for your operation?*

Our expert team can help guide you on the best solution and connect you with Avfuel Network customers who have used each product for greater insight.



## Solutions for Selling More

*Contract Fuel, Sales Support, Loyalty Rewards*





# Two Programs Connect You to Tens of Thousands of Loyal Customers

**AVFUEL**



FUELING

**32,500**

AIRCRAFT

**No Fees for Cardholders**



**AVTRIP** ✓

AVTRIP PILOT  
123456

REWARDING

**28,000**

MEMBERS

**\$30 Million Awarded  
Since 1993**



## Avfuel Contract Fuel

**6k**

CUSTOMERS

**32.5k**

TURBINE AIRCRAFT

**3.5k**

LOCATIONS



### LAND MORE TRAFFIC. SAVE MORE ON PROCESSING. MAKE MORE IN SALES.

- Transact Avfuel Contract Fuel with the Avfuel Pro Card.
- The Avfuel Pro Card can be used for contract fuel, retail fuel and non-fuel flight expenses.
- You enjoy no fees on contract fuel transactions.
- Improve your margins with custom into-plane rates.
- Transactions are simplified with an approved direct-bill format for fractional operators, like NetJets and Flexjet.
- All third-party (reseller) transactions are processed through your point-of-sale system to streamline billing and reduce receivables
- We take a targeted approach to prospecting by leveraging market data (TRAQPak/AMSTAT, FAA, etc.), and assessing flight patterns and buying history.

**PROCESSING  
FEES**

*One Northeastern Avfuel-branded FBO  
**SAVED MORE THAN \$50,000/YEAR**  
in processing fees alone by leveraging  
Avfuel Contract Fuel.*



## Slide 23

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**SM19**    [@D'Aprile, Karolina] after the Fort Wayne stuff - can you incorporate the digital card into these CF Pages? Just one instance is fine :)  
Slovan, Katie M., 6/13/2025



## Avfuel Contract Fuel

### OUR CONTRACT FUEL SALES TEAM LANDS YOU MORE BUSINESS

Expand your team by putting our sales professionals to work for you. Our team is ready to develop a targeted list of prospects, make the connection and drive business to your ramp by leveraging relationships with thousands of flight departments who love Avfuel Contract Fuel.



### OUR THREE-TIERED PROSPECTING APPROACH

**1**

#### OPERATOR ANALYSIS

We can collaborate with you to analyze who visits your FBO without buying fuel.

- Using market data, we'll identify your most common departure/destination points.
- We'll ensure pricing is in-line and competitive with those markets.

**2**

#### COMPETITOR ANALYSIS

We can analyze operators that fly to your competition.

- With 6K+ flight department customers, we have insight on decision-making criteria.
- Operators often prioritize service, maintenance offerings, facilities, amenities and fuel price.
- Our team works with you and operators to align their needs with your offerings.

**3**

#### AIRPORT ANALYSIS

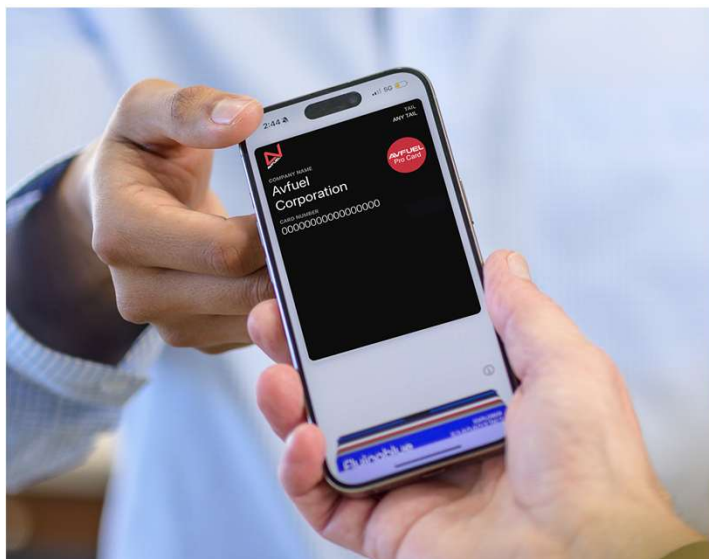
We can examine nearby airports using comprehensive market data.

- We'll target operators open to moving their business.
- While some might use other airports for their location, others may not know you're an option.
- Our team can help identify prospects for diversions, fuel stops or a less-congested alternative.



## Avfuel Contract Fuel: Customer Testimonials

### WHY CARDHOLDERS LOVE AVFUEL CONTRACT FUEL



- **No need to split transactions.**
  - Fuel and non-fuel items can be on one invoice, saving time.
- **Zero fees.**
- **Global acceptance** at 3,500+ locations.
- **Competitive prices** on fuel.
- **24/7/365 support.**
- **Easy account management** online.



*Of all the independent fuel suppliers in our industry, Avfuel is NetJets' largest fuel provider. This not only speaks to Avfuel's size, scope, scale and capabilities on the supply side, but also its dedication to accurate and timely invoicing; and its team's round-the-clock availability for questions and invoice resolution, when required.*

**NETJETS®**

**Andy Naudhauser**  
**VP, Global Procurement**  
**NetJets**

## Slide 25

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- 7 SALES: If keeping the previous page, delete this one.  
Krista Lodes, 9/10/2024





## AVTRIP Rewards: Pilot Loyalty Program



**INCREASE FUEL SALES WHILE DECREASING DEEP DISCOUNTS.**

AVTRIP isn't only business aviation's longest running pilot rewards program—it's also the industry's most popular. As the only proven fuel supplier sales enhancement tool, AVTRIP is lucrative for operators and FBOs alike.

8

### FREE 90-DAY TRIPLE POINT PROMOTION

Avfuel offers a 90-day triple AVTRIP Point promotion at a time of your choosing; Avfuel will cover the bonus points at NO COST.

1¢

**PER POINT** *Min 2pts/gal*

**SAVING YOU MONEY  
ON FUEL DISCOUNTS**



**28k**

**Active Members  
per Quarter**



**65k**

**Total Registered  
Members**



**\$30M**

**In Total Cash  
Awards**

**REACHING MORE THAN  
\$1 MILLION ANNUALLY**

## Slide 26

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- 8 SALES: Keep, update or delete the 90-day promo depending on your deal  
Krista Lodes, 9/10/2024



## AVTRIP Rewards: Pilot Loyalty Rewards

### SO MUCH TO LOVE

PILOTS ASK FOR IT. MEMBERS LOVE IT. **FBOS SELL MORE FUEL BECAUSE OF IT.**

#### WHAT MEMBERS LOVE



For every  
5,000 points



Tiered membership  
to earn more



**525** Locations



Automatic,  
digital awards



Points never  
expire

**Multiple ways to earn**  
(uplift fuel, engage with Avfuel,  
compounding points, etc.)

#### WHAT YOU'LL LOVE



Low cost:  
2¢ per gallon



Softens need for  
fuel discounts



Avfuel covers  
extra tiered points



Simple to transact  
with POS



Tiered membership  
incentivizes pilots  
to fly and fuel in  
the Avfuel Network



Personalized  
support

LEARN MORE  
ABOUT AVTRIP



CONFIDENTIAL Unpublished Bid Proposal  
Materials © 2025 Avfuel





## Branding Package

*Sleek Assets. Zero Cost.*



## Branding Package: Signage & Refueler Trucks

**LEVERAGE THE POWER OF A GLOBAL BRAND,  
RECOGNIZED BY THOUSANDS OF OPERATORS WORLDWIDE.**



### OUTDOOR SIGNAGE

Avfuel will provide signage at **NO COST** and will work with the airport to identify effective outdoor signage, and propose plans for approval and integration.

**Pictured:** Avfuel's standard brushed-aluminum, hangar-mounted signage from Day to Night. Available at 7 x 6.5', 9.x10' or custom sizing as appropriate.



### REFUELER TRUCK BRANDING

Avfuel will provide decals to brand refueling equipment, in addition to providing all regulatory type labeling and placards (i.e., product identification, No Smoking, Flammable, Hazardous ID labels) at **NO COST**.

### FRONT COUNTER SIGNAGE

Avfuel will provide counter signage to promote our programs at **NO COST**.





## Branding Package: Bonus Items

### BONUS BRANDING

Upon request, Avfuel can also provide your facility with the following Avfuel-branded items:

- Windsocks
- Welcome Mats
- Uniform Patches
- Hats
- Point-of-purchase Displays
- Interior Signage



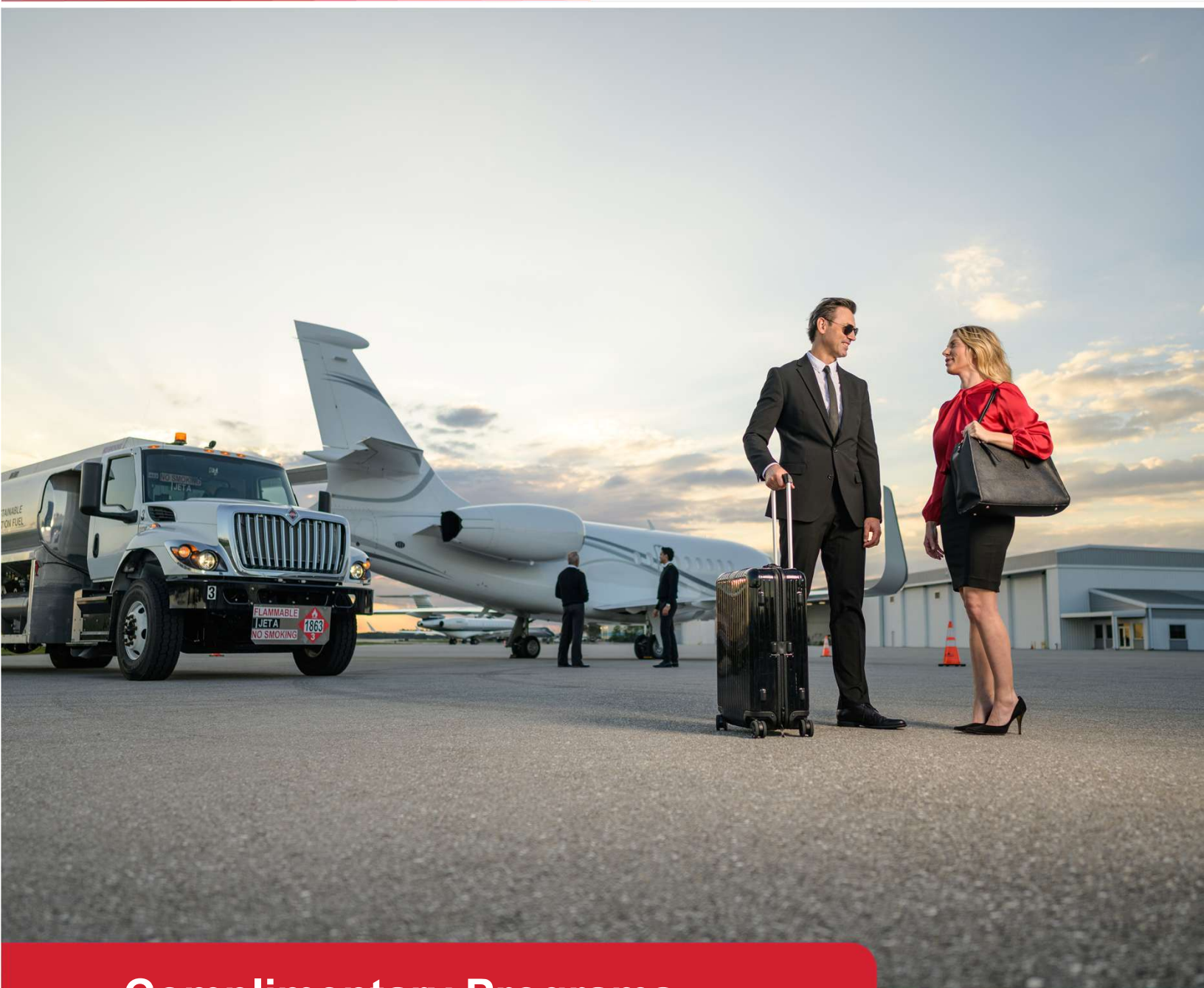
### CO-OP ADVERTISING FUNDS



Avfuel sets aside funds from your retail purchases that can be used to market your FBO.

- Can be used for virtually any advertising medium:  
**web | print | direct-mail | uniforms | etc.**
- Accrues **\$0.005 per gallon** on all general aviation gallons sold (excludes military, airline/cargo and contract fuel gallons)





## Complimentary Programs

*A Snapshot of Avfuel's Extra Offerings*





## Optional: Avfuel Network Rewards



### PARTNER WITH THE ONLY SUPPLIER REWARDING YOUR STAFF

When FBO staff members engage with the Avfuel Network, they earn points that translate to cash awards. It's a simple, but rewarding way to show our appreciation. Staff can earn points by:

- Referring pilots to Avfuel-branded FBOs
- Signing up AVTRIP members
- Completing training
- And MORE!



### KEEP PILOTS FLYING WITHIN THE AVFUEL NETWORK AND ONTO **YOUR RAMP**

This web-based system is designed to **increase referrals within the Avfuel Network of 675+ branded FBOs for enhanced connectivity**—the ultimate way to take advantage of a network of our size and scope.

The program thrives on system of reciprocity—just as you refer pilots to other FBOs, other FBOs refer pilots to you. Your FBO is notified every time you are referred, giving you a strategic advantage to earn business and increase visibility.



## Avsurance Corporation



### MANAGE RISKS WITH \$50 MILLION EXCESS PRODUCTS LIABILITY COVERAGE.

Avfuel's in-house aviation insurance subsidiary, Avsurance, has **MORE THAN 30 YEARS** of hands-on experience providing coverage to FBOs and airports.

Avfuel-branded operations are granted third-party, **\$50 MILLION USD** excess products liability coverage for fueling operations, provided underlying requirements are met, including a certificate of insurance evidencing \$1 million USD CSL airport premises and products liability with Avfuel as additional insured.



### INSURANCE COVERAGE FOR ALL FBO NEEDS

Insurance coverage for all FBO needs is available, including items such as courtesy cars, aircraft maintenance, environmental exposure, fuel farms and more.

#### COVERAGES INCLUDE, BUT ARE NOT LIMITED TO:

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Aviation general liability insurance</li> <li>• Premises insurance</li> <li>• Hangar keepers insurance</li> <li>• Airport insurance</li> <li>• Heliport insurance</li> <li>• Airport property insurance</li> <li>• Helicopter insurance</li> <li>• Workers' compensation</li> </ul> | <ul style="list-style-type: none"> <li>• Aircraft hull and liability insurance</li> <li>• Air ambulance insurance</li> <li>• Part 135 insurance</li> <li>• Part 91 insurance</li> <li>• Scheduled 121 operator insurance</li> <li>• Cargo insurance</li> <li>• Freight insurance</li> <li>• Flight school insurance</li> </ul> | <ul style="list-style-type: none"> <li>• Environmental liability insurance</li> <li>• Crew car insurance</li> <li>• Commercial auto insurance</li> <li>• Mobile equipment insurance</li> <li>• Commercial property insurance</li> <li>• Products &amp; completed operation insurance</li> <li>• Heavy lift insurance</li> <li>• Pipeline patrol insurance</li> </ul> |
|--|--|--|



## Avfuel Marketing: Your Team of Experts



### BIZAV EXPERTS BRING STRATEGIC MARKETING TO FRUITION ON YOUR BEHALF

As a member of the Avfuel Network, our fully-staffed marketing team works for you, providing creative strategies tailored to your unique needs.

**Avfuel Marketing** is proficient in the most effective marketing strategies available today, combining proven communication platforms with new technologies. **What's more?** Our marketing team knows how to align your brand with Avfuel's global recognition to put you squarely in front of a wide array of high-volume aviation customers. This approach helps you:

- Increase visibility
- Attract business
- Earn loyalty
- Increase sales
- Meet your specific goals

CHECK US OUT ON SOCIAL:



### YOU'LL LOVE ACCESS TO:



A Team of Aviation Marketing Experts Ready to Collaborate

LK23



On-Demand Marketing at Your Fingertips for the Entire Term



## Slide 34

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**LK23**

**SALES:** If you need to offer a marketing plan, notify marketing in advance and change the text next to the rocket ship to: A Comprehensive Marketing Plan to Kickstart Your Branding

Lodes, Krista A., 1/2/2025





## Avfuel Marketing: Your Team of Experts

### FULL-STACK MARKETING SERVICES

Our marketing services are unique to you and often require an initial discovery phase. Depending on your goals, we're ready to execute tactics under the umbrellas of:



**BRANDING &  
IMAGERY**



**PRINTED  
COLLATERAL**



**PUBLIC  
RELATIONS**



**EVENT  
ASSISTANCE**



**CUSTOMER  
RETENTION**



**SALES &  
TRAINING**



**DIGITAL  
MARKETING**



**PHOTOSHOOT  
ASSISTANCE**



**SOCIAL MEDIA  
PLATFORMS**

### AVFUEL MARKETING'S LEADERSHIP TEAM



**Marci Ammerman**  
VP Marketing  
Avfuel Tenure: 36 Years



**Buffey Muth**  
Director Marketing | Partnership Programs  
Avfuel Tenure: 20 Years



**Katie Slovan**  
Director Marketing | Brand Experience  
Avfuel Tenure: 16 Years



## Avfuel Marketing: Connecting You With Loyal End Users

### LAND YOUR BRAND IN FRONT OF A LARGER AUDIENCE



**32,500**

Contract Fuel  
Aircraft



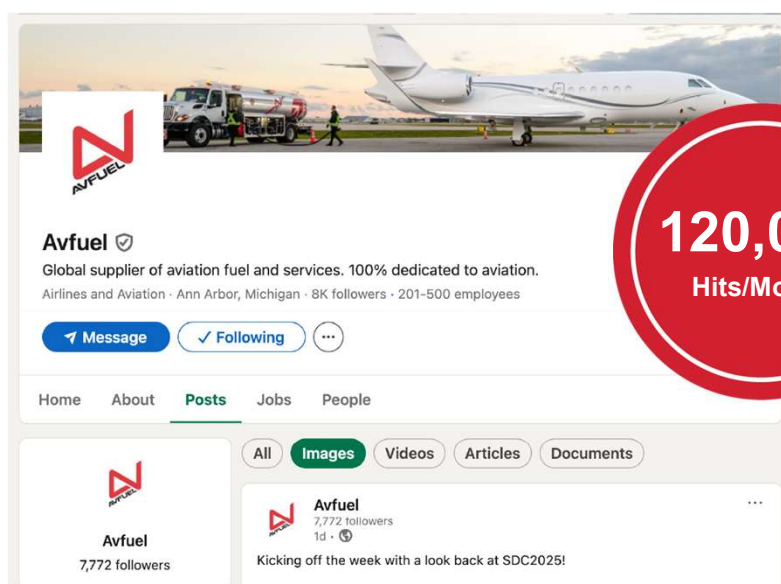
**45,000**

Media Contacts  
& Subscribers



**65,000**

AVTRIP Members



**120,000**  
Hits/Month

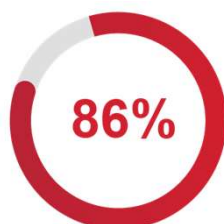
On Social Media  
& Avfuel.com



**2,180,000,000**

TOTAL POTENTIAL REACH FROM EARNED MEDIA ACROSS 2024

### AVFUEL PRIORITIZES EXPOSURE FOR ITS BRANDED PARTNERS



Of the press releases Avfuel wrote, edited and distributed in 2024, **86% were focused on its partners and their accomplishments.** We celebrate our partners and put their names in front of international aviation audiences.



## Pricing Overview

*More Value for Your Business*



## Credit Card Program: Rates & Processing

Save Significantly With 0% Processing on Avfuel Cards



Card Type	Rate	Card Type	Rate
<b>Avfuel Pro Card</b>	0% Contract Fuel 0% Retail- & Non-Fuel	<b>Discover</b>	3.27%
<b>Avfuel Contract Fuel</b>	0% Fuel 0% Non-Fuel items	<b>American Express</b>	3.95%
<b>Avfuel Retail Card</b>	0% Avgas 0% Jet & Non-Fuel	<b>MultiService</b>	3.35%
<b>MasterCard &amp; Visa</b>	2.39% Qualified 3.32% Non-Qualified	<b>Avcard</b>	2.95%
<b>KHI Card</b>	3.25%	<b>Government AIRCard</b>	0.0% Contracted 6.55% Non-Contracted
<b>The Avfuel Hub</b>   \$0/month software   \$0/month optional printer			

- All transaction data is accessible via the Avfuel Hub
- All payments are electronically processed
- Credit card funds are remitted to FBOs twice per week
- Compatible with current versions of Total Aviation Software, Total FBO, X-1 FBO, AVMAN, FBO Director, QT and FuelMaster.





## Fuel Pricing

**PRICE EFFECTIVE: November 3, 2025**

*Pricing changes daily*

### JET A

Supply Locations	Iowa City, IA
Daily Price	Posted Rack Price
Posted Rack Price: November 3, 2025	\$2.6165
3rd Party Freight	Sully Transport- Primary
Full Truck Load Delivery	8,000 gallon
Mileage	65
Base Freight Rate	\$0.04498
Variable Diesel Fuel Surcharge	15%
Diesel Fuel Surcharge Rate	\$0.00589
Total Freight Charges	\$0.05087
<b>Total Delivered Price (excl tax)</b>	<b>\$2.66737</b>
<b>Supplier/Terminal Combinations:</b>	
<b>Primary</b> Flint Hills/ Iowa City, IA	
<b>Alternate Terminals</b> Flint Hills/ Des Moines, IA	
<b>Alternate Haulers</b> Harms Oil  ** Split-Load deliveries available.	

*Prices Exclude Federal, State and Local Taxes*



## Fuel Pricing

**PRICE EFFECTIVE: November 4 - 10,  
2025**

**Pricing valid Tuesdays - Mondays**

### AVGAS

Supply Locations	St. Paul
Weekly Price	Posted Rack Price
Posted Rack Price: November 4, 2025	\$3.40550
3rd Party Freight	Wayne Transport - Primary
Full Truck Load Delivery	8,300 gallon
Mileage	
Base Freight Rate	\$0.12068
Variable Diesel Fuel Surcharge	25%
Diesel Fuel Surcharge Rate	\$0.04344
Total Freight Charges	\$0.16894
<b>Total Delivered Price (excl tax)</b>	<b>\$3.57444</b>
<b>Supplier/Terminal Combinations:</b>	
<b>Primary</b> Shell from St. Paul, MN	
<b>Alternate Terminals</b> Delek from Tyler, TX	
<b>Alternate Haulers</b> Scott Rud Trucking Alliance Tank Lines	
** Split-Load deliveries available.	

*Prices Exclude Federal, State and Local Taxes*



## Financial Summary



### Redundant Fuel Supply

- Jet-A with FSII indexed pricing
- FSII injection available at terminal
- Multiple supply points for both jet fuel and avgas



### Self-Serve System

**\$12,000**

- Avfuel offers to cover the cost of the purchase of the QTPod M4000 unit.
- City of Independence will be responsible for the cost of the installation.



### World-Class Training Resources

**VALUE: \$19,250**

- Web-based Avfuel Training System (ATS) cost waived | **\$1,250 value annually**
- Regional Fuel Quality and Safety Seminars, FAA Pt. 139-approved | **\$1,500 annual value**

## CONTRACT & PAYMENT TERMS

**Payment Terms:** Net fifteen (15) days from date of invoice via EFT

**Credit Limit:** \$60,000.00

**Contract Term:** Seven (7) year Aviation Fuel Supply Agreement



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

---

**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

**DATE OF MEETING:** December 3, 2025

**ITEM TITLE:** Report – (December 3<sup>rd</sup> Airport Report)

---

### Fuel Sales

- **100LL:** 575 gallons
- **Jet A:** 196 gallons

### Equipment

- The John Deere tractor has a check-engine light on. We are working on obtaining a new sensor and hope this resolves the issue.
- The dump truck has been outfitted with the plow and is nearly ready for snow operations.
- Service work on equipment will begin in the coming weeks, including:
  - Routine maintenance on the big tractor
  - Routine maintenance on the small mower
  - A full inspection and servicing of the large mower, including wheel bearings and belts

### Miscellaneous

- A student from Jesup High School spent a few hours onsite learning about airport operations. He is interested in becoming a pilot and/or airport manager, and we provided a tour and a discussion of airport functions.
- The big hangar has been leased to a transient aircraft, which is an excellent opportunity during this time of year to offer additional services.
- We received the FAA "GO" letter to begin work on assembling specifications for the tractor project. As part of this process, we were required to issue a Request for Qualifications (RFQ) for selecting a qualified engineering firm.





**City of Independence  
Airport Board  
MEMORANDUM**

Item #11.

---

**TO:** Airport Board  
**FROM:** Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF MEETING:** December 3, 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.



## City of Independence

## Budget Report

Airport as of 11-26-25

Percent of Fiscal YTD 41.6 %

## 2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
<b>001 - GENERAL FUND</b>	<b>\$194,578.00</b>	<b>\$9,975.15</b>	<b>\$101,140.39</b>	<b>52.0%</b>	<b>\$93,437.61</b>
001-280-4310 - HANGAR RENT	\$28,280.00	\$1,272.86	\$17,397.86	61.5%	\$10,882.14
001-280-4311 - FARM LEASE	\$18,998.00	\$0.00	\$0.00	0.0%	\$18,998.00
001-280-4312 - FIXED BASED OPERATOR...	\$12,300.00	\$0.00	\$3,078.00	25.0%	\$9,222.00
001-280-4710 - REIMBURSEMENTS	\$0.00	\$197.86	\$971.86	0.0%	\$971.86
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$8,504.43	\$79,692.67	59.0%	\$55,307.33
<b>018 - AIRPORT REPLACEMENT FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8.61</b>	<b>0.0%</b>	<b>\$8.61</b>
018-280-4300 - INTEREST	\$0.00	\$0.00	\$8.61	0.0%	\$8.61
<b>323 - CAP OUTLAY SAVINGS/LOST</b>	<b>\$451,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$451,250.00</b>
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
<b>TOTAL REVENUE</b>	<b>\$645,828.00</b>	<b>\$9,975.15</b>	<b>\$101,149.00</b>	<b>15.7%</b>	<b>\$544,679.00</b>

## 2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
<b>001 - GENERAL FUND</b>	<b>\$334,308.00</b>	<b>\$8,141.88</b>	<b>\$105,145.54</b>	<b>31.5%</b>	<b>\$229,162.46</b>
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$2,479.20	\$24,744.02	38.2%	\$39,983.98
001-280-6020 - SALARIES - PART-TIME	\$4,000.00	\$665.79	\$4,495.03	112...	(\$495.03)
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$0.00	\$278.91	13.9%	\$1,721.09
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$38.47	\$384.70	38.5%	\$615.30
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ...	\$600.00	\$50.00	\$250.00	41.7%	\$350.00
001-280-6230 - TRAINING	\$2,100.00	\$1,821.04	\$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	\$165.22	\$491.68	9.8%	\$4,508.32
001-280-6320 - GROUNDS/RUNWAY ...	\$10,000.00	\$132.26	\$7,467.94	74.7%	\$2,532.06



## City of Independence

## Budget Report

Airport as of 11-26-25

Percent of Fiscal YTD 41.6 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$1,027.68	\$2,764.38	39.5%	\$4,235.62
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$200.84	\$759.92	10.9%	\$6,240.08
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$758.26	\$4,716.31	22.5%	\$16,283.69
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$212.40	\$1,065.30	47.3%	\$1,184.70
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	\$1,753.00	3.2%	\$53,177.00
001-280-6409 - JANITORIAL	\$1,500.00	\$0.00	\$18.27	1.2%	\$1,481.73
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	\$0.00	0.0%	\$600.00
001-280-6499 - OTHER CONTRACTUAL ...	\$12,500.00	\$418.82	\$11,157.32	89.3%	\$1,342.68
001-280-6503 - MERCHANDISE FOR RE-...	\$120,000.00	\$48.92	\$39,296.27	32.7%	\$80,703.73
001-280-6506 - OFFICE SUPPLIES	\$2,500.00	\$0.00	\$1,550.87	62.0%	\$949.13
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$122.98	\$1,767.92	58.9%	\$1,232.08
001-280-6510 - SPECIAL & SAFETY ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
<b>112 - EMPLOYEE BENEFITS</b>	<b>\$34,979.00</b>	<b>\$1,141.33</b>	<b>\$10,882.12</b>	<b>31.1%</b>	<b>\$24,096.88</b>
112-280-6110 - FICA - CITY/AIRPORT	\$5,411.00	\$234.57	\$2,203.92	40.7%	\$3,207.08
112-280-6130 - IPERS - CITY/AIRPORT	\$6,677.00	\$878.00	\$3,004.57	45.0%	\$3,672.43
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$8.76	\$8.76	0.7%	\$1,280.24
112-280-6150 - GROUP ...	\$17,602.00	\$0.00	\$5,410.78	30.7%	\$12,191.22
112-280-6154 - EMPLOYEE SELF-FUNDI...	\$4,000.00	\$20.00	\$254.09	6.4%	\$3,745.91
<b>323 - CAP OUTLAY SAVINGS/LOST</b>	<b>\$475,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$475,000.00</b>
323-280-6727 - AIRPORT-CAP ...	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
<b>TOTAL EXPENSE</b>	<b>\$844,287.00</b>	<b>\$9,283.21</b>	<b>\$116,027.66</b>	<b>13.7%</b>	<b>\$728,259.34</b>



## City of Independence

## Budget Report

Airport as of 11-26-25

Percent of Fiscal YTD 41.6 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$139,730.00)	\$1,833.27	(\$4,005.15)	39.0%	(\$135,724.85)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$8.61		(\$8.61)
112 - EMPLOYEE BENEFITS	(\$34,979.00)	(\$1,141.33)	(\$10,882.12)	31.1%	(\$24,096.88)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	\$0.00	\$0.00	0.0%	(\$23,750.00)
<b>TOTAL (REV LESS EXP)</b>	<b>(\$198,459.00)</b>	<b>\$691.94</b>	<b>(\$14,878.66)</b>	<b>14.6%</b>	<b>(\$183,580.34)</b>