



## AIRPORT BOARD MEETING

Wednesday, September 03, 2025 at 5:00 PM

Airport Terminal Meeting Room - 1684 230th Street

### 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. Chairman/City Manager Update
7. Review RFPs for Flight Instruction Services and Mechanic (IA) Services
8. Airport Manager Update
9. FBO Update
10. Flying Club Discussion
11. Revenues and Expenses to Date

#### ADJOURNMENT

This agenda is subject to change.

Independence Airport Board Meeting  
August 6, 2025

The meeting was called to order by Vice Chair Vicki Pilcher at 5:05 p.m. Present at the meeting were Vicki Pilcher, Jeff Rottinghaus, and Merritt Jones. Also present were Brett Soukup, Matt Schmitz, and City Attorney Doug Herman. Representing Streeter Flying Service, Steve and Jeff Streeter. Kade is representing P&N Flight and Charter.

Upon a motion by Merritt Jones, seconded by Jeff Rottinghaus, it was resolved to approve the agenda for the meeting. The motion was agreed to unanimously.

Upon a motion by Merritt Jones, seconded by Jeff Rottinghaus, it was resolved unanimously to approve the minutes of the previous meeting.

There were no comments from the public.

There were no updates from the engineer or the city manager.

Airport manager: No further questions after the written report.

Kade reported that operations at P&N were operating normally. He had conducted 66 hours of training during the last month.

Dan Callahan arrived at 5:30 and assumed the chair.

RFP's for airport services were reviewed; there were no RFPs received for flight school. There was one RFP for mechanic services from Streeter Flying Service. The qualifications of the applicant were discussed; it was felt by one member that we should have more than one option to choose from before awarding the contract. It was agreed by Motion by Merritt Jones, seconded by Jeff Rottinghaus, to award a 6-month contract, which would terminate on March 31, 2026. During that interim, we would seek further RFP's, then re-evaluate.

The meeting was adjourned at 6:17

Submitted by Merritt Jones



City of Independence  
Airport Board  
MEMORANDUM

Item #7.

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**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Director  
**DATE OF MEETING:** September 2, 2025  
**SUBJECT:** Review of Revised RFPs for Flight Instruction Services and Mechanic (IA) Services

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**BACKGROUND:**

At the August 25th City Council meeting, the City Council acknowledged the need to reissue the RFPs for Flight Instruction Services and Mechanic (IA) Services. Following that direction, the Airport Director has compiled draft RFPs for both services. Revisions have been made to these documents based on comments and recommendations received from Airport Board members during previous reviews. In order to move these RFPs forward, staff would like the Board to review the updated versions, provide any additional feedback or suggested changes, and confirm readiness to release them to the public.

**RECOMMENDATION:**

Staff recommends that the Airport Board:

1. Discuss the revised RFPs for Flight Instruction Services and Mechanic (IA) Services.
2. Provide guidance to staff on any additional changes that should be made before release.
3. Advise staff on preferred methods and locations for public advertisement of these RFPs.
4. Move forward with reissuing the RFPs in accordance with the City Council's direction from the August 25th meeting.

**Action Requested:**

Airport Board review and discussion of the revised RFPs, with direction to staff on final changes, advertisement strategy, and compliance with City Council's request to reissue the RFPs.



# Request for Proposal (RFP): Mechanic Services

**Independence Municipal Airport (KIIB)**  
**City of Independence, Iowa – 2025**

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## I. INTRODUCTION

The City of Independence, Iowa, is seeking qualified applicants to provide Mechanic Services at the Independence Municipal Airport (KIIB), located at 1684 230th Street, Independence, Iowa 50644. This RFP outlines the requirements, background, and process for submitting a proposal to operate these services as an independent contractor with the city.

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## II. AIRPORT BACKGROUND

- Public-use airport owned by the City of Independence, located 2 miles west of town, but within the City Limits.
  - FAA National Plan of Integrated Airport Systems: Classified as an Enhanced Aviation Airport.
  - Staffed by a full-time Airport Director and two part-time employees.
  - Facilities:
    - 5,500' x 100' runway with full parallel taxiway
    - REIL/VGSI approach lighting systems
    - 26 T-hangars (fully occupied), plus a large terminal and one commercial hangar.
    - 29 based aircraft
    - Fuel: Two 10,000-gallon underground tanks (Jet A and 100LL)
    - Apron: 96,200 sq. ft. main (south), 65,500 sq. ft. north apron
    - Recent Improvements: Taxiway addition, apron expansions, LED lighting upgrades
-



### III. SCOPE OF PROPOSAL

The successful respondent will be responsible for non-exclusive mechanical work. Proposals will be evaluated on service quality, experience, business viability, ~~and financial offering to the City.~~ All services must comply with FAA regulations, airport minimum standards, and local, state, and federal laws.

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### IV. INSURANCE REQUIREMENTS

Minimum coverage requirements:

- \$1,000,000 personal injury/advertising injury
- \$2,000,000 per occurrence
- \$2,000,000 general aggregate (per project basis)
- \$2,000,000 products/completed operations.
- City of Independence must be listed as an additional insured.
- Annual certificate due in June; 30-day cancellation notice required.

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### V. CONTRACT TIMELINE

- **Anticipated Start Date:** October 1, 2025
- **Initial Contract Period:** Three Years
- **Renewal Options:** Bi-annual two-year renewals after the initial term.

Milestone	Date
RFP Posting	6-20-2025
Question Deadline	7-11-2025
Proposal Due	7-25-2025

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## VI. SUBMISSION INSTRUCTIONS

- **Paper Submission:** Seven (7) copies of the proposal must be submitted by **4:00 PM on 7-25-2025** to:  
**City of Independence – Mechanic Services**  
 331 1st Street E  
 Independence, IA 50644
  - Clearly mark the envelope:  
**"Request for Proposal – Independence Airport Mechanic Services"**
- **Electronic Submission:** E-mail to [airportmgr@independenceia.gov](mailto:airportmgr@independenceia.gov) before **4:00 PM on 7-25-2025**. Clearly indicate in the subject, **"Request for Proposal – Independence Airport Mechanic Services."**
  - All submittals **MUST BE PDF FILES**. Other file types will not be accepted.

Late submissions will not be accepted.

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## VII. EVALUATION CRITERIA

The Airport Commission, Airport Director, and City Manager will evaluate proposals based on:

- Mechanic Services experience
  - Business and operational plans
  - Qualifications and references
  - ~~Financial offerings or benefit to the City.~~ **Demonstrated business plan for growth, sustainability, and marketing.**
  - Understanding of FAA regulations
  - Interview presentation and proposal quality
-



## VIII. PROPOSAL REQUIREMENTS

Proposals must include the following:

### Section I: Resume / Company Profile

- Ownership and personnel information
- ~~Relevant aviation and instruction experience.~~ Relevant aviation and mechanical experience, including types of aircraft previously serviced.

### Section II: References

- Three personal references
- Three business references

### Section III: Business Plan

- Start-up needs.
- Building space needs
- Marketing and 3–5-year growth plan
- Financial viability and funding plan

### Section IV: Lease Proposal

- Proposed lease terms for space, Office space, hanger, and optional areas.
- ~~Rent structure suggestions, including any financial offerings to City beyond rental fees.~~ Proposed lease terms and rent structure.

### Section V: Insurance Documentation

- Current policy or letter of insurability

### Section VI: Operational Commitments

- Unicom monitoring.
- ~~Towing/tie down services.~~
- Participation in meetings and facility maintenance support.



**Optional Services (if applicable):**

- Aircraft sales.
- Pilot supply sales.

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**IX. AVAILABLE SPACE**

The respondent may request access to:

- ~~Volt Building~~ Vault Building (approx. 38 'x 60')
- (1) T hangers.
- Temporary space in the main terminal building for aircraft that will not fit in the ~~Volt~~ Vault building, with prior approval from the Airport Director.

**Proposals shall include proposals for the lease rate per square foot based on industry standards.**

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**X. CONTACT INFORMATION**

All RFP questions must be directed to:

**Brett Soukup**

Airport Director

Independence Municipal Airport

1684 230th Street, Independence, IA 50644

☎ (319) 332-0118

✉ [airportmgr@independenceia.gov](mailto:airportmgr@independenceia.gov)





# Request for Proposal (RFP): Flight Instruction Services

**Independence Municipal Airport (KIIB)**  
**City of Independence, Iowa – 2025**

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## I. INTRODUCTION

The City of Independence, Iowa, is seeking qualified applicants to provide Flight Instruction Services at the Independence Municipal Airport (KIIB), located at 1684 230th Street, Independence, Iowa 50644. This RFP outlines the requirements, background, and process for submitting a proposal to operate these services as an independent contractor with the city.

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## II. AIRPORT BACKGROUND

- Public-use airport owned by the City of Independence, located 2 miles west of town, but within the City Limits.
  - FAA National Plan of Integrated Airport Systems: Classified as an Enhanced Aviation Airport.
  - Staffed by a full-time Airport Director and two part-time employees.
  - Facilities:
    - 5,500' x 100' runway with full parallel taxiway
    - REIL/VGSI approach lighting systems
    - 26 T-hangars (fully occupied), plus a large terminal and one commercial hangar
    - 29 based aircraft
    - Fuel: Two 10,000-gallon underground tanks (Jet A and 100LL)
    - Apron: 96,200 sq. ft. main (south), 65,500 sq. ft. north apron
    - Recent Improvements: Taxiway addition, apron expansions, LED lighting upgrades
-



### III. SCOPE OF PROPOSAL

The successful respondent will assume responsibility for non-exclusive flight instruction operations. Proposals will be evaluated on service quality, experience, business viability, and financial offering to the City. All services must comply with FAA regulations, airport minimum standards, and local, state, and federal laws.

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### IV. INSURANCE REQUIREMENTS

Minimum coverage requirements:

- \$1,000,000 personal injury/advertising injury
- \$2,000,000 per occurrence
- \$2,000,000 general aggregate (per project basis)
- \$2,000,000 products/completed operations.
- City of Independence must be listed as an additional insured.
- Annual certificate due in June; 30-day cancellation notice required.

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### V. CONTRACT TIMELINE

- **Anticipated Start Date:** October 1, 2025
- **Initial Contract Period:** Three Years
- **Renewal Options:** Bi-annual two-year renewals after the initial term.

Milestone	Date
RFP Posting	6-20-2025
Question Deadline	7-11-2025
Proposal Due	7-25-2025



## VI. SUBMISSION INSTRUCTIONS

- **Paper Submission:** Seven (7) copies of the proposal must be submitted by **4:00 PM on 7-25-2025** to:  
**City of Independence – Flight Instructor Services**  
 331 1st Street E  
 Independence, IA 50644
  - Clearly mark the envelope:  
**"Request for Proposal – Independence Airport Flight Instruction Services"**
- **Electronic Submission:** E-mail to [airportmgr@independenceia.gov](mailto:airportmgr@independenceia.gov) before **4:00 PM on 7-25-2025**. Clearly indicate in the subject, **"Request for Proposal – Independence Airport Flight Instruction Services."**
  - All submittals **MUST BE PDF FILES**. Other file types will not be accepted.

Late submissions will not be accepted.

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## VII. EVALUATION CRITERIA

The Airport Commission, Airport Director, and City Manager will evaluate proposals based on:

- Flight instruction experience
  - Business and operational plans
  - Qualifications and references
  - **Demonstrated business plan for growth, sustainability, and marketing."**
  - Understanding of FAA regulations
  - Interview presentation and proposal quality
-



## VIII. PROPOSAL REQUIREMENTS

Proposals must include the following:

### Section I: Resume / Company Profile

- Ownership and personnel information
- Relevant aviation and instruction experience

### Section II: References

- Three personal references
- Three business references

### Section III: Business Plan

- Start-up needs and aircraft availability.
- Building space needs
- ~~Marketing and 3–5-year growth plan~~ “Detailed marketing strategy and 3–5-year growth plan, including plans for community engagement and promotion of airport services.”
- Financial viability and funding plan

### Section IV: Lease Proposal

- Proposed lease terms for space, Office space, and optional areas
- ~~Rent structure suggestions, including any financial offerings to the City beyond rental fees.~~ “Proposed lease terms and rent structure”

### Section V: Insurance Documentation

- Current policy or letter of insurability

### Section VI: Operational Commitments

- Unicom monitoring
- Aircraft availability within 30 days (preferably IFR-capable)
- ~~Towing/tie-down services~~
- Hospitality and community engagement (fly-ins, promotions, marketing)
- Participation in meetings and facility maintenance support



**Optional Services (if applicable):**

- Charter flights
- Aircraft sales
- Pilot supply sales

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## **IX. AVAILABLE SPACE**

The respondent may request access to:

- Main terminal Building office (approx. 12' x 11')
- ~~(2) T-hangers.~~ “(1) T-hangar, with the option to negotiate for a second hangar if needed.”
- Temporary space in the main terminal building for winter operations.

**Proposals shall include proposals for the lease rate per square foot based on industry standards.**

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## **X. CONTACT INFORMATION**

All RFP questions must be directed to:

**Brett Soukup**

Airport Director

Independence Municipal Airport

1684 230th Street, Independence, IA 50644

☎ (319) 332-0118

✉ [airportmgr@independenceia.gov](mailto:airportmgr@independenceia.gov)



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

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**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

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

**ITEM TITLE:** Report – (September 3rd Airport Report)

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### Fuel Sales

- **100LL:** 989 gallons
- **Jet A:** 1,552 gallons

### Grounds

- Experienced issues with the south windsock; likely a bad transformer. Replacement has been ordered, and we are awaiting delivery.
- Mowing continues as weather permits.

### Equipment

- Purchased new belts for the large mower, awaiting delivery.
- Repaired a substantial hydraulic leak on the 4430 John Deere tractor by disassembling the floor and replacing the faulty hose. The issue appears to be resolved.

### Miscellaneous

- Spray planes have wrapped up for the season, with only minimal activity remaining.
- Advertisements were posted for a part-time office assistant and a part-time laborer.
- Ordered a new desk for the lobby and another for the shared downstairs office.
- Hosted two commercial jets this month, conducting business in the local area.



**City of Independence  
Airport Board  
MEMORANDUM**

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**TO:** Airport Board  
**FROM:** Brett Soukup Airport Manager  
**DATE OF MEETING:** September 3, 2025  
**SUBJECT:** (Flying Club Discussion)

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**BACKGROUND:**

A board member has requested that the topic of a potential Flying Club at Independence Municipal Airport be added to the agenda for discussion at the next Airport Board meeting. Flying Clubs can offer a cost-effective way for pilots to share aircraft ownership and operating expenses, increase aircraft availability, and promote general aviation activity within the community.

**RECOMMENDATION:**

Staff recommends discussion on this topic. No action is needed at this meeting.



**City of Independence  
Airport Board  
MEMORANDUM**

Item #11.

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**TO:** Airport Board  
**FROM:** Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF MEETING:** September 3, 2025  
**SUBJECT:** Revenues and Expenses to date – *Information Only*

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**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.



Account Code/Desc	Anticipated Revenue	Actual Revenue	Excess/Deficit	% Received
001-280-4310 - HANGAR RENT	\$28,280.00	\$6,000.00	-\$22,280.00	21.21%
001-280-4311 - FARM LEASE	\$18,998.00	\$0.00	-\$18,998.00	0.00%
001-280-4312 - FIXED BASED OPERATOR LEASE	\$12,300.00	\$2,278.00	-\$10,022.00	18.52%
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$26,851.90	-\$108,148.10	19.89%
001 - GENERAL FUND Subtotal	<b>\$194,578.00</b>	<b>\$35,129.90</b>	<b>-\$159,448.10</b>	<b>18.05%</b>
018-280-4300 - INTEREST	\$0.00	\$2.17	\$2.17	0.00%
280 - AIRPORT Subtotal	<b>\$0.00</b>	<b>\$2.17</b>	<b>\$2.17</b>	<b>0.00%</b>
018 - AIRPORT REPLACEMENT FUND Subtotal	<b>\$0.00</b>	<b>\$2.17</b>	<b>\$2.17</b>	<b>0.00%</b>
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	-\$451,250.00	0.00%
323 - CAP OUTLAY SAVINGS/LOST Subtotal	<b>\$451,250.00</b>	<b>\$0.00</b>	<b>-\$451,250.00</b>	<b>0.00%</b>
<b>Total</b>	<b>\$645,828.00</b>	<b>\$35,132.07</b>	<b>-\$610,695.93</b>	<b>5.43%</b>

Account Code/Desc	Budget	Expended	Total	Balance
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$9,868.80	\$9,868.80	\$54,859.20
001-280-6020 - SALARIES - PART-TIME	\$4,000.00	\$1,519.78	\$1,519.78	\$2,480.22
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$0.00	\$0.00	\$2,000.00
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$153.88	\$153.88	\$846.12
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$0.00	\$300.00
001-280-6184 - CELL PHONE ALLOWANCES	\$600.00	\$100.00	\$100.00	\$500.00
001-280-6230 - TRAINING	\$2,100.00	\$0.00	\$0.00	\$2,100.00
001-280-6240 - MTGS/CONFERENCES/MILES	\$400.00	\$0.00	\$0.00	\$400.00
001-280-6310 - BUILDING MAINT & REPAIR	\$5,000.00	\$0.00	\$0.00	\$5,000.00
001-280-6320 - GROUNDS/RUNWAY MAINT & REPAIR	\$10,000.00	\$5,641.60	\$5,641.60	\$4,358.40
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$1,322.78	\$1,322.78	\$5,677.22
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$104.70	\$104.70	\$6,895.30
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$1,900.91	\$1,900.91	\$19,099.09
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$318.70	\$318.70	\$3,431.30
001-280-6373 - COMMUNICATIONS (PHONE/INTERNET	\$2,250.00	\$426.57	\$426.57	\$1,823.43
001-280-6399 - OTHER MAINTENANCE/REPAIR	\$2,500.00	\$0.00	\$0.00	\$2,500.00
001-280-6407 - ENGINEERING	\$5,000.00	\$0.00	\$0.00	\$5,000.00
001-280-6408 - PROPERTY & CASUALTY INSURANCE	\$54,930.00	\$1,753.00	\$1,753.00	\$53,177.00
001-280-6409 - JANITORIAL	\$1,500.00	\$0.00	\$0.00	\$1,500.00
001-280-6412 - MEDICAL EXPENSE - DOCTOR	\$50.00	\$0.00	\$0.00	\$50.00
001-280-6413 - PAYMENTS TO OTHER AGENCIES	\$600.00	\$0.00	\$0.00	\$600.00
001-280-6499 - OTHER CONTRACTUAL SERV	\$12,500.00	\$3,562.05	\$3,562.05	\$8,937.95

001-280-6503 - MERCHANDISE FOR RE-SALE	\$120,000.00	\$39,247.35	\$39,247.35	\$80,752.65
001-280-6506 - OFFICE SUPPLIES	\$2,500.00	\$1,327.31	\$1,327.31	\$1,172.69
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$740.87	\$740.87	\$2,259.13
001-280-6510 - SPECIAL & SAFETY EQUIPMENT	\$600.00	\$0.00	\$0.00	\$600.00
<b>001 - GENERAL FUND Subtotal</b>	<b>\$334,308.00</b>	<b>\$67,988.30</b>	<b>\$67,988.30</b>	<b>\$266,319.70</b>
112-280-6110 - FICA - CITY/AIRPORT	\$5,411.00	\$847.09	\$847.09	\$4,563.91
112-280-6130 - IPERS - CITY/AIRPORT	\$6,677.00	\$1,071.30	\$1,071.30	\$5,605.70
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$0.00	\$0.00	\$1,289.00
112-280-6150 - GROUP INSURANCE/AIRPORT	\$17,602.00	\$2,686.28	\$2,686.28	\$14,915.72
112-280-6154 - EMPLOYEE SELF-FUNDING INS/AIR	\$4,000.00	\$27.98	\$27.98	\$3,972.02
<b>112 - EMPLOYEE BENEFITS Subtotal</b>	<b>\$34,979.00</b>	<b>\$4,632.65</b>	<b>\$4,632.65</b>	<b>\$30,346.35</b>
323-280-6727 - AIRPORT-CAP OUTLAY/EQUIPMENT	\$475,000.00	\$0.00	\$0.00	\$475,000.00
<b>323 - CAP OUTLAY SAVINGS/LOST Subtotal</b>	<b>\$475,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$475,000.00</b>
<b>Total</b>	<b>\$844,287.00</b>	<b>\$72,620.95</b>	<b>\$72,620.95</b>	<b>\$771,666.05</b>

% Used
15.24%
37.99%
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