



## AIRPORT BOARD MEETING

Wednesday, March 06, 2024 at 5:00 PM

Airport Terminal Meeting Room - 1684 230th Street

### AGENDA

---

#### MEETING OPENING

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.

1. Roll Call
2. Approve the Agenda
3. Approve Minutes
4. Public Comment (Welcome to Visitors: 5 minute time limitation for speaking, no profanity will be tolerated, and no personal attacks against Board Members or City Staff will be allowed. The Airport Board is unable to respond or take any action at this time. Please state your name and address before addressing the Board for the official record.)

#### NEW BUSINESS

5. Engineer Update
6. Chairman/City Manager Update
7. Airport Manager Update
8. FBO Update
9. Young Eagles Kids Fly Free May 4<sup>th</sup>
10. Rules and Regulations Review
11. Revenues and Expenses to Date
12. Draft request for proposals

#### ADJOURNMENT

This agenda is subject to change.

Wednesday, February 7, 2023, Airport Board Minutes

The meeting was called to order at 5:02 pm by Chairperson Callahan, with Callahan, Pilcher, Rottinghaus, Jones and Payne present. Merritt Jones was introduced as the new board member.

Jones motioned, Pilcher second to approve the agenda. All ayes.

Pilcher motioned, Rottinghaus second to approve the minutes of the December 6, 2023 meeting

Public Comment – No one

Under NEW BUSINESS:

Election of Officers – Pilcher offered up the following: Chairperson – Dan Callahan, Vice Chairperson – Vicki Pilcher, and Secretary – Janet Payne. Merritt Jones second. After discussion and a vote with all ayes, the mention slated was elected into office.

Dan Callahan – Chairperson

Vicki Pilcher – Vice Chairperson

Janet Payne - Secretary

Engineer Update – No Carl from Bolton and Menk. Brett went over his items. The lighting items are starting to arrive. CIP – the next project is the Master Plan and we can push that back due to city cutbacks. This is our first year to start saving again, so we should be OK and can always move things around if needed. The fence at the North apron was pounded in. It was supposed to be drilled and concreted, so the fence will be replaced at the contractor's expense. Also, a spot near the drain needs to be addressed.

Chairman/City Manager – Matt's message was to remind us that we are just an advisory board. With a new year and new members, it was thought to be an excellent reminder. Otherwise nothing else from Matt or Dan.

Airport Manager – Brett presented his report and it was accepted. He has been thankful that with only the 2 snowstorms within a week, things went well. He also has been doing equipment checks and routine maintenance to vehicles. In addition, we had some furnace issues that seem resolved. He's also been working on the fuel safety, budget, and the rules and regulations.

Fixed Based Operator Discussion. – Dylan Morris is the new FBO manager and gave his report.

FBO Lease – a copy was attached and was suggested to look it over and see how we want to proceed. Might be more feasible to go with RFP's to the best information we can get. Rottinghaus said that pilots/people have expressed interest in airport.

Rules and Regulations – Brett said there are still some grammatical errors, but to focus on other things. There were some questions on clarifications and language. After those subjects were discussed, Brett will go back and met again with Matt and the Attorney. It was decided to postpone this one more time to get things how we want them before going to the city council.

Expenses and Revenues – it was explained that with 58.3% of the year done, we have expended 65.65% of our budget. These numbers should still be good, but something to keep an eye on.

2023 Fuel Aviation Fuel Summary – This was added just so we could see where we were with the fuel. Good information to have occasionally.

The meeting was adjourned at 6:07 pm with Pilcher making the motion, second by Jones. All ayes.

Respectfully submitted,

Janet Payne



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

---

**TO:** Airport Board

**FROM:** Brett Soukup, Airport Manager

**DATE OF MEETING:** February 7th, 2024

**ITEM TITLE:** Report – (March 2024 Airport Report)

---

- Fuel Sales Update
  - 100LL – 1,090 gal.
  - Jet A – 1,586 gal.
  
- Grounds:
  - Changing light bulbs on the runway and taxiway.
  
- Equipment:
  - Serviced the little lawn mower.
  - I have been working on the sander on the back of the dump truck. It is extremely rusty, and everything is seized up. I would like to take the sander off so we can continue moving trees as we cut them down.
  
- Miscellaneous:
  - I met with the Young Eagles organization regarding holding an event at the airport. The event will be held on May 4<sup>th</sup>.
  - We received 5,940 gallons of Jet A. The price will not change for this load.
  - Rescued three dogs off the airport property one afternoon. They got loose from their home just north of the airport, about a mile away.
  - The ground real on the 100LL had to be fixed due to a couple of broken parts.
  - Setting up a time for Cub Scouts to come out to the airport.
  - Waiting to hear back from the engineering firm on when the painting, fence removal, and replacement will happen.

- We discussed fixing the fence in the northeast corner to fix the gap that is there, this will be addressed with the company when they come back.
- Working on the draft proposal for FBO lease renewal, if the airport board determines that they would like to put out an RFP for a request for proposals.

Independence Airport

FBO Manager

Airport Board,

#### Traffic:

- ✂ The same charter company that has been coming the past few months continues to stop at IIB and regularly buys fuel.
- ✂ A couple of Jets have expressed interest in flying in more often.

#### Testing Center:

- ✂ The testing centers availability has changed and is now Monday through Wednesday, 8:30AM to 4PM.

#### Training:

- ✂ We have 7 new students flying.
- ✂ Between Intro flights and instruction, we had 42 hours flight time in February.
- ✂ Our instructors are being checked out in the Seneca and are test flying before training starts here in Independence.

#### Maintenance:

- ✂ We are still offering a 15% discount to first-time maintenance customers.
- ✂ Started and finished annuals for two tenants on the field.



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

---

**TO:** Airport Board

**FROM:** Brett Soukup Airport Manager

**DATE OF MEETING:** March 6 th,2024

**ITEM TITLE:** Young Eagles Kids Fly Free May 4<sup>th</sup>

---

### **DISCUSSION:**

John Dutch is the coordinator for the Eagles event. John came to the airport on February 14<sup>th</sup> to discuss the event and where he was planning on setting everything up. In the past, they set up on the south side of the airport terminal building and used the small overhead door. They like to put their trailer right next to the terminal building and rope of the South and the East side of the building for this.

### **RECOMMENDATION:**

Staff recommends discussion of this topic. Staff recommends that we think about putting this event on the North apron for safety. We think it would be much easier to keep people organized. This will allow them to put their trailer right next to the LP tanks. They will have a great chance to advertise this event and still be able to get everyone's picture taken next to the trailer. P&N will allow them to be inside to do the paperwork. There is a walkthrough door on the north side of the terminal building that they will be able to utilize to have people come and go from.

**Take a FREE airplane ride & learn about flying!  
Become a Young Eagle! Receive a certificate & logbook!**

**EAA227  
.COM**



**15 TO 20 MINUTE  
FREE  
AIR PLANE RIDE!**

**FREE  
REFRESHMENTS!**

**KIDS FLY FREE!**

**EAA YOUNG EAGLES**

**Saturday, May 4, 2024**

**Independence Municipal Airport**

**Saturday, May 18, 2024**

**Oelwein Municipal Airport**

**Saturday, August 10, 2024**

**Waverly Municipal Airport**

**Saturday, August 24, 2024**

**Waterloo Regional Airport**

**Livingston Aviation**

**For ages 8 through 17: 8:00am - Noon**

**Online Registration: Parents within 90 days of the event,  
contact: eaa227.com young eagles young eagles registration**

**Onsite Registration: Parent/Legal Guardian must be present at registration**

**Rides will be given on a first-come, first-served basis**



**Scan QR Code  
to Register**

Hosted by:  
Experimental Aircraft Association (EAA) Chapter 227  
For more information and updates, visit us on Facebook:  
EAA Chapter 227







## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

---

**TO:** Airport Board

**FROM:** Brett Soukup, Airport Manager

**DATE OF MEETING:** March 6th, 2024

**ITEM TITLE:** Rules and Regulations Review

---

**BACKGROUND:**

The airport board has been discussing and reviewing the rules and regulations in the previous meetings.

**RECOMMENDATION:**

Staff recommends a discussion of this and then a motion to have this sent to the Council for final approval.

## OPERATING POLICY

As the operator and proprietor of the Airport, on behalf of the citizens of the City, it is the intent of the Airport Board and the City council:

- A. To operate the Airport in a business-like manner with as little cost as possible to the taxpayers through the imposition of fair and reasonable rentals, fees, and charges.
- B. To provide for both private and commercial aviation at the Airport to the extent practicable within physical, economic, and environmental constraints.
- C. To ~~provide~~ **Promote the growth** for the full range of on-base aeronautical support consistent with the need for the service and the availability of space and physical facilities.
- D. To protect the Airport patrons and users from unsafe ~~and/or inadequate aeronautical~~ operations and/or services and to maintain and preserve all Airport facilities in a safe, secure and orderly condition.

## AIRCRAFT OPERATIONS REGULATIONS

- L. All air traffic should avoid flight-overpopulated or ~~noise-sensitive~~ areas whenever possible, consistent with safety.

## COMMERCIAL OPERATIONS DEFINITIONS

For the purpose of this article, a "Business or Commercial Activity" means and includes the following types of activities when done for hire, compensation, or reward:

- A. Retail sales of goods, wares, merchandise, or services.
- B. Pilot training and flight instruction.
- C. Sale, rental, or charter of aircraft.
- D. Air carrier and air taxi operations.
- E. Sale of aviation petroleum products.
- F. Sale or service of aircraft parts, avionics, instruments, or other aircraft equipment.
- G. Repair, maintenance, rebuilding, alteration or exchange of aircraft engines, components, or other parts.
- H. **Flying clubs.**

## PROCEDURES FOR ACQUIRING LEASE

Any person or entity interested in leasing land or structures on the Airport property shall contact the Airport Manager to discuss. If the person/entity chooses to move forward with a lease, the person/entity and the Airport Manager in consultation with the City Manager shall discuss likely terms and conditions and prepare a draft lease agreement to be presented to the Airport Board for review, consideration, and input. After such Board review, and final negotiations with the proposed tenant, the Lease as negotiated shall be forwarded to the City Manager who shall present it to the City Council for consideration and approval. Lease provisions shall be negotiated to reflect fair market value and shall also include provisions to increase lease rates on an annual basis during the

agreed-upon lease term. Any lease for a period in excess of three (3) years requires that a public hearing be scheduled and held in advance of lease approval by the City Council. Prior to entering any lease for property, or a hanger, at the Airport, the prospective lessee must present to the City satisfactory evidence that it meets minimum standards as established herein and by the Airport Board.

A waiting list will be formed **for the T- hangers** based on the order in which the Manager is informed of an interest to be put on such a list. When a hangar becomes available everyone will be contacted in order until the spot is filled. If someone declines to take advantage of the empty space but wishes to remain on the list, they will be moved to the bottom of the list.

## **RATES AND CHARGES**

- A. Tie-down Fees shall be assessed **if there is an airplane that arrives and determines that they would like to tie down on the apron and leave their Aircraft over 30 days and not communicate with the manager what their Intent is. This will be** in the amount of \$100 a month and will be collected after 30 days of being parked on the ramp or apron in coordination with hanger rent unless an alternative agreement is approved by the Airport Manager or authorized representative. The Airport shall ~~obtain and maintain~~ ask for Proof of liability insurance coverage for Airport **property.. Amounts** of coverage shall be set at appropriate levels by the City.
- B. Parking Fees. The Operator shall pay to the City the monthly parking fee outlined in the Agreement Summary for each month or part thereof that this Agreement is in effect, computed as set forth by the Airport Board, and approved by the Council. The parking fee shall be due and payable, in advance, on or before the first day of each month, except that the first month's parking fee, or prorated portion of the first month's fee may be paid in arrears.

**Airport Rules and Regulations**  
**James H. Connell Field**  
**at**  
**Independence Municipal Airport**

**DEFINITIONS**

All words and phrases used in this chapter shall have the following meaning unless its context requires otherwise. All definitions contained within the Federal Aviation Act of 1958 (FAA Act) and all amendments thereto are incorporated herein. All definitions shall be interpreted consistently with the Federal Aviation Act and amendments thereto.

**"Aircraft"** means a device that is used or intended to be used for flight in the air, including helicopters and ultralight vehicles.

**"Airport"** means all the areas comprising the Independence Municipal Airport, as now existing or as the same may hereafter be expanded and developed and shall include all of its facilities.

**"Airport Board or Board"** means the duly appointed five-member Airport advisory Board of the City.

**"Airport Manager or Manager"** means the Airport Manager of Independence Municipal Airport or his/her designee.

**"Commercial activity"** means the conduct of any aspect of a business or concession on the Airport for revenue.

**"City"** means the City of Independence, IA.

**"City Manager"** means the City Manager of the City of Independence, IA or his/her designee.

**"Council"** means the City council.

**"Field Area"** means that area used for aircraft taxiing, run-up, takeoff, landing, tie-downs, loading, and unloading of passengers and baggage. The field area shall include all areas used by vehicles or pedestrians to gain access to any of the above and shall include all additional areas designated by the Manager as a field area.

**"General Fixed Base Operator"** means a person, firm, or corporation subject to the provisions of a lease and nonexclusive license engaging in some but not necessarily all of the following: the sales, service, renting, or leasing of new or used aircraft, parts, aircraft accessories, and hardware, custom repair, overhauling, and modification of general aviation aircraft and/or aircraft equipment, including the conduct of charter flight service, aerial photography, and flight schools.

**"Mayor"** means the Mayor of the City of Independence, IA.

**"Operator"** means the person, firm, or corporation in possession of an aircraft or vehicle or any person who has rented such for the purpose of operation by him/herself or an agent.

**"Owner"** means a person who holds the legal title of an aircraft or a vehicle unless the aircraft or vehicle is subject to a conditional sale or lease where immediate rights of possession have vested in the conditional vendee or lessee.

**"Public area"** means all other Airport areas not field areas, except those areas located within the footprint of any owned or leased hangar, and those areas designated by the Manager as nonpublic areas. The indoor public area consists of: downstairs lobby, downstairs refreshment area, downstairs bathrooms, upstairs lounge, upstairs bathroom, and upstairs kitchen area. For outdoor public areas, please refer to the map.

**"Park" or "Parking"** means the standing of an aircraft or vehicle whether occupied or not.

**"Pedestrian"** means any person on foot.

**"Permission" or "Permit"** means permission granted by the Airport Manager, Airport Board, or City unless otherwise specifically provided herein.

**"Special Fixed Base Operator"** means a person, firm, or corporation subject to the provisions of a lease and nonexclusive license engaging in some but not all of the activities of a General Fixed Base Operator.

**"TSA"** means the Transportation Security Administration which is an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

**"Vehicle"** means a device in, upon, or by which a person or property is or may be propelled, moved, or drawn upon a highway except a device moved by human power.

**"FAA"** Federal Aviation Administration: the division of the Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air navigation and traffic-control facilities.

## **OPERATING POLICY**

**As the operator and proprietor of the Airport, on behalf of the citizens of the City, it is the intent of the Airport Board and the City council:**

- A. To operate the Airport in a business-like manner with as little cost as possible to the taxpayers through the imposition of fair and reasonable rentals, fees, and charges.
- B. To provide for both private and commercial aviation at the Airport to the extent practicable within physical, economic, and environmental constraints.
- C. To provide for the full range of on-base aeronautical support consistent with the need for the service and the availability of space and physical facilities.

- D. To protect the Airport patrons and users from unsafe and/or inadequate aeronautical operations and/or services and to maintain and preserve all Airport facilities in a safe, secure and orderly condition.
- E. To promote fair competition and not expose those who have been duly authorized to lawfully undertake the provision of commodities and/or services at the Airport to irresponsible, unethical, and/or unauthorized business or commercial activity at the Airport.
- F. To permit and provide adequate facilities for Owners of general aviation aircraft to work on and service their own aircraft within the limits as may be imposed herein or other applicable Airport regulation(s) for purposes of safety, preservation of Airport facilities, and protection of the public interest.
- G. To promote the utility, educational, and recreational aspects of general aviation.

### **ADMINISTRATION AUTHORITY – OPERATION – CITY HELD HARMLESS**

- A. In addition to the requirements of the Federal Aviation Administration, the Civil Aeronautics Board, the TSA, the Iowa Department of Transportation Aviation Bureau, the Buchanan County zoning code, the City of Independence zoning code, and the Airport Zoning Code (City Ordinance No. 2017-485), the Manager, Council or Airport Board may promulgate such rules and regulations, orders, and instructions as are necessary in the administration of this chapter. The Manager may post signs at the Airport which state or apply the rules, regulations, orders, or instructions. Each person on the Airport shall comply with all rules, regulations, and signs posted by the Manager pursuant to this chapter. Each member of the Manager's staff as a representative of the Manager, is empowered to require compliance with the provisions of this chapter and all rules and regulations issued by the Manager.
- B. The Airport shall be conducted as a public air facility for the promotion and accommodation of civil aviation and associated activities.
- C. The privilege of using the Airport and its facilities shall be conditioned on the assumption by the user thereof of full responsibility and risk for such use, and the user thereof releases and agrees to hold the City and its officers and employees harmless, and to indemnify them from any liability or loss resulting from the use. The City reserves the right to deny the use of the Airport to any person who is judged by the Manager or City Manager to be endangering the public's safety, health, or welfare.

### **PROPERTY REGULATIONS – CITY NOT LIABLE**

The City assumes no responsibility or liability for loss, injury, or damage to persons or property on the Airport or using Airport facilities, including but not limited to fire, vandalism, wind, flood, earthquake, or collision damage.

## **DAMAGE TO AIRPORT PROPERTY – RESPONSIBLE PARTY TO COMPLY WITH COMPENSATION RULES**

Any person causing, or determined liable for, any damage to Airport property, shall be required to pay the City on demand the full cost of repairs to the damaged property. Any person failing to comply with these rules may be denied access to or refused use of the Airport.

## **DAMAGE, INJURIOUS ACTIVITIES, AND ABANDONMENT PROHIBITED**

- A. No person shall recklessly, intentionally, or accidentally on a repetitive basis, destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure, tree, shrub, flower, lawn, or seeded area on the Airport.
- B. No person shall conduct on or at the Airport, activities that are injurious, detrimental, or damaging to the Airport, business of or located at the Airport, Airport patrons, or any other persons located on Airport grounds.
- C. No person shall abandon any personal property at the Airport.

## **EXPLOSIVES PROHIBITED**

No person shall possess any unauthorized explosives or fireworks at the Airport.

## **UNAUTHORIZED AIRCRAFT OR VEHICLES REMOVED**

- A. Aircraft shall be stored in hangars, t-hangars, or authorized tie-down areas when available.
- B. Vehicles shall be parked in the north parking lot if the vehicle is intended to be left, or in hangar/t-hangar in accordance with the lease agreement.
- C. Any aircraft or vehicle that has been parked in an unauthorized location, without the express authorization of the Airport Manager, may be removed or caused to be removed by the Airport Manager.

## **AUTHORITY TO REMOVE**

The Airport Manager shall with the concurrence of the City Manager, or the Mayor in the absence of the City Manager, have the right to cause the removal from Airport property, any person, including the operator of any vehicle or aircraft, who violates any provisions of these rules and regulations-or the FAA regulations. Any person so removed may appeal the removal to the Airport Board by the submission of a written appeal to the Airport Manager, City Manager, or Airport Board Chairperson, setting out the reasons and arguments in support of the appeal. While any appeal is pending, the removal shall be temporarily stayed, absent a determination by the Airport Manager and City Manager that a stay of the removal would put the Airport, Airport Patrons, or other persons at risk of damage or injury. Any appeal shall be heard and considered as soon as practicable, and in no case later than seven (7) days after the submission of a written appeal to the Board.

## AIRCRAFT OPERATIONS

### REGULATIONS

- A. No person shall conduct any aircraft operation to, or from, or over the Airport except in conformity with all Federal Aviation Administration regulations, and the rules and regulations promulgated by the Airport Board and the Airport Manager.
- B. No person shall park an aircraft on any runway or taxiway.. The Airport Manager has the authority to direct parking or taxiing operations. Taking off from the taxiway is strictly prohibited.
- C. No person shall park or store an aircraft at the Airport except in areas designated by the Manager.
- D. Preventive maintenance work, as defined in Title 14, Part 43, Appendix A(c), Code of Federal Regulations, may be performed at the Airport tie-down areas by the Owner or operator of the aircraft. Aircraft Owners who possess current mechanic ratings such as A&P and IA may do additional work in the tie-down areas subject to the approval of the Manager. All other aircraft maintenance, rebuilding, and alterations shall be performed only in those areas designated by the Manager.
- E. No person shall remove any aircraft from the Field Area or any hangars or operate aircraft while under the influence of intoxicating beverages, drugs, or any combination thereof, including but not limited to those specifically prohibited by FAA guidelines.
- F. All Owners and operators who desire to base their aircraft at the Airport shall register their aircraft with the Manager or Manager's designee prior to beginning operations. Any change in Ownership of the aircraft shall be reported as soon as possible.
- G. If the Manager believes the conditions at the Airport, or any portion thereof, are unfavorable for aircraft operations, the Manager may close the Airport, or portions thereof, in accordance with applicable Federal Aviation Administration procedures, as appropriate.
- H. No aircraft shall be permitted to remain on any part of the landing or takeoff areas for the purpose of repairs. unless approved by the Airport Manager.
- I. No person shall, without the Owner's permission, interfere with or tamper with an aircraft located at the Airport, except for the movement of an aircraft in an emergency situation.
- J. No person shall move an aircraft on the Airport in a negligent or reckless manner.
- K. No person shall start or taxi any aircraft in any location or manner that may result in injuries to person or property. If the aircraft cannot be taxied without violating this paragraph, the aircraft must be towed to the desired location.
- L. All air traffic should avoid flight-overpopulated or noise-sensitive areas whenever possible, consistent with safety.
- M. All operators handling hazardous materials on the Airport will handle said materials in as safe a manner as possible in compliance with product guidelines, recommendations and/or directives, and in the event of a spill, or other unauthorized or inappropriate release, will immediately report the spill or release to the Airport Manager or appropriate emergency personnel. All spills or releases, and damages caused or created by a spill or release, must be cleaned up or remedied by the person or entity responsible for the spill or release if authorized to do so and able to do so in a safe and adequate manner in compliance with



product guidelines, recommendation and/or directives. In the event a spill or release requires outside resources to clean up or remedy, the person or entity responsible for the spill or release shall be solely responsible for all expenses incurred to clean up, mitigate, repair, or to otherwise address the spill or release. In all cases, any contaminated waste or property must be dealt with or disposed of in accordance with applicable law and regulation.

- N. All Agriculture operations (Spray Planes) must use the North Apron area (North of the Main Terminal) when loading or unloading materials for spraying operations.

## **ACCIDENT PROCEDURES**

- A. Persons involved in aircraft accidents occurring at the Airport shall make a full report thereof to the Manager or his/her representative as soon as possible after the accident. The report must include all pertinent information. For the purposes of this section, an aircraft accident shall include any event involving an aircraft resulting in any property damage, whether to the aircraft or other property, personal injury, or death. Persons or Operators causing damage as set forth above shall be responsible for all costs of repairs and other damages, and agree to work with any injured party to resolve claims for damage.
- B. Every Operator and aircraft Owner shall be responsible for the prompt removal of any disabled aircraft or parts thereof, as directed by the Manager or his/her representative, subject to accident investigation requirements. If removed by a party other than the Operator or Owner, the Operator and/or Owner shall be responsible to cover the costs of said removal or relocation, if any.

## **MOTOR VEHICLES**

### **GENERAL REGULATIONS**

- A. No motor vehicle shall be operated on the Airport if it is so constructed, equipped, or loaded as to endanger persons or property as determined by the Airport Manager.
- B. Each operator of a motor vehicle involved in any accident on the Airport that results in personal injury or property damage, shall make a full report to the Manager or Manager's designee as soon as possible after the accident. The report must include all pertinent information. Persons or Operators causing damage as set forth above shall be responsible for all costs of repairs and other damages, and agree to work with any injured party to resolve claims for damage.
- C. Every Operator of a motor vehicle involved in any accident, shall be responsible for the prompt removal of any disabled motor vehicle or parts thereof, as directed by the Manager or Manager's designee, subject to accident investigation requirements. If removed by a party other than the Operator or Owner, the Operator and/or Owner shall be responsible to cover the costs of said removal or relocation if any.
- D. No person shall operate any motor vehicle on the Airport in violation of this chapter, or rules and regulations promulgated by the Manager or the laws of the State of Iowa.
- E. No person shall operate a motor vehicle on the Airport in a negligent or reckless manner.

- F. No person shall park or stand a motor vehicle at any place on the Airport in violation of any posted sign, within fifteen feet of a fire hydrant, or in a manner as to block any fire gate or entrance, road, or taxiway.
- G. The Manager or Manager's designee may remove, at the Owner's expense, any motor vehicle which is parked on the Airport in violation of this chapter. The Owner shall be solely responsible for the costs of removal and storage as applicable.
- H. Owner-operators of vehicles are responsible for cleaning up any and all debris resulting from vehicle operation that could result in foreign object damage (FOD) or create an unsafe operating environment.

## **ROADS AND WALKS**

### **UNAUTHORIZED TRAVEL**

It is unlawful for any person to travel on the Airport except on a road, walk, or other marked place provided for the type of travel employed by the person.

### **OBSTRUCTIONS UNLAWFUL**

It is unlawful for any person to occupy/loiter or place an object on a road or walk on the Airport in a manner that hinders or obstructs its proper use.

## **FIRE HAZARDS AND FUELING OPERATIONS**

### **GENERAL REGULATIONS**

- A. No person or entity shall sell fuel on the grounds of the Airport other than the City.
- B. It is unlawful for any person to fuel or defuel an aircraft in the Airport while:
  - 1. It is in a hangar or enclosed space.
  - 2. Passengers are in the aircraft unless a passenger loading ramp is in place at the cabin door, a "no smoking" sign is displayed, and the rule is enforced.
- C. No person shall start the engine of an aircraft, before inspecting and ensuring that there is no gasoline or other volatile flammable liquid on the ground beneath the aircraft of a sufficient quantity to cause a hazard.
- D. No person shall operate a radio transmitter or receiver, or switch electrical appliances on or off, in an aircraft while it is being fueled or defueled.
- E. During the fueling of an aircraft at the Airport, the dispensing apparatus and the aircraft shall both be grounded in accordance with orders and instructions of the Airport Manager.
- F. Each person engaged in fueling or defueling at the Airport shall exercise care to prevent the overflow of fuel and shall have readily accessible and adequate fire extinguishers. Any overflow of fuel shall be appropriately addressed, and cleaned up, by the person responsible for the overflow, and if more than a very minor overflow, shall notify the Airport Manager or Manager's designee of the overflow, the steps taken to address, and must allow the Manager an opportunity to inspect the location of the overflow.

- G. During the fueling or defueling of an aircraft, no person shall, within fifty feet of that aircraft, use any material that is likely to cause a spark or be a source of ignition. (Smoking on Airport property is strictly prohibited.)
- H. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft shall be maintained in safe, sound, and non-leaking condition and must be properly grounded to prevent the ignition of volatile liquids.
- I. Hot fueling/loading can be extremely hazardous and is not recommended except when absolutely necessary due to the nature of the operation. Operators who conduct hot fueling/loading should develop standard operating procedures (SOPS) for flight and ground crew personnel.
- J. Fuel dispensed into approved containers, or a transfer trailer, must be completed within the regulations set out above. The City will not be liable for contamination of fuel after the fuel is dispensed into an approved container, transfer trailer, or aircraft.

#### **USE OF FLAMMABLE CLEANING FLUIDS**

Flammable or volatile liquids having a flash point of less than Ninety-Six Degrees Fahrenheit (96° F), shall not be used to clean an aircraft, aircraft engine, propeller, or appliance within an aircraft hangar or similar structure, or within fifty feet (50') of another aircraft, aircraft hangar or similar structure.

#### **OPEN FLAMES**

It is unlawful for any person to have in his possession an open flame, flame-producing device, or other source of ignition (except cigarette lighters or matches for that purpose) in any hangar or similar type of building.

#### **SMOKING PROHIBITED**

Smoking is prohibited on all Airport property, whether inside or outside of a building or inside or outside of a vehicle or aircraft.

#### **STORAGE WHEN FIRE HAZARD**

- A. No materials or equipment may be maintained, stocked, located, or stored at the Airport in a manner that constitutes a fire hazard.
- B. All combustible materials, flammable liquids, or other hazardous materials must be maintained and stored in a safe manner in full compliance with the manufacturer's recommendations where appropriate, and in full compliance with all state and federally recognized safety standards.

#### **SURFACE AREAS TO BE KEPT CLEAN**

All users of Airport property shall keep all areas so used free and clear of oil, grease, or other foreign materials that could cause a fire hazard, slippery, or other unsafe conditions.

## **DOPING ON AIRPORT PROPERTY**

It is unlawful for any person to conduct a doping process on the Airport except in a properly designed fire-resistive and ventilated room or building in which all lights, wiring, heating, ventilating equipment, switches, outlets, and fixtures are approved for use in hazardous areas, and in which all exit facilities are approved and maintained for such use, or except in an open area as designated by the Manager. No person shall enter or work in a dope room while doping processes are being conducted unless wearing spark-proof shoes.

## **COMPLIANCE WITH THE UNIFORM FIRE CODE REQUIRED**

All persons shall comply with the provisions of the most recently adopted Uniform Fire Code of the City.

## **AUTHORITY TO INSPECT – COMPLIANCE REQUIRED**

The City Fire Chief or duly authorized designee shall inspect as often as deemed necessary and appropriate, potentially annually, all buildings and premises for the purpose of ascertaining and causing to be corrected any conditions which would reasonably tend to cause or contribute to fire or its spread. All orders, notices or recommendations of the Fire Chief shall be complied with by all persons without delay.

## **TRASH REQUIREMENTS**

- A. No uncovered trash containers shall be used or maintained on the sidewalk or road or in any public area of the Airport.
- B. No vehicle designed for and used for the hauling of trash, dirt, or other materials may be operated on the Airport unless it is designed, built, or appropriately modified to prevent its contents from dropping, sifting, leaking, or otherwise escaping.
- C. Trash Containers will be provided for each hangar and shall be maintained by the Hangar tenant. Replacement Containers, when necessary, will be provided by the Airport to that Hangar tenant at the Airport's expense unless the replacement was caused by the negligent or reckless actions of the Tenant, Tenant's invitees, employees, agents or guests, in which case the replacement cost will be invoiced to Tenant.
- D. Trash from hangars may be properly disposed of in the dumpster by the north gate.
- E. No equipment, supplies, or materials may be stored in a manner which creates a risk of injury to person or property.

## **AUTHORITY TO INSPECT AT ANY TIME**

The Airport Manager, City Manager, or Manager's designee shall have the right at all reasonable times to inspect all areas owned by the Airport under lease and/or occupied by tenants, or other person or entity.

## **PROVISIONS INCORPORATED INTO LEASE.**

The provisions of these rules and regulations shall be deemed to be incorporated into every lease and sublease and violations of the provisions of these rules and regulations may result in termination of the lease or sublease.

## **COMMERCIAL OPERATIONS**

### **DEFINITIONS**

For the purpose of this article, a "Business or Commercial Activity" means and includes the following types of activities when done for hire, compensation, or reward:

- A. Retail sales of goods, wares, merchandise, or services.
- B. Pilot training and flight instruction.
- C. Sale, rental, or charter of aircraft.
- D. Air carrier and air taxi operations.
- E. Sale of aviation petroleum products.
- F. Sale or service of aircraft parts, avionics, instruments, or other aircraft equipment.
- G. Repair, maintenance, rebuilding, alteration or exchange of aircraft engines, components, or other parts.
- H. Flying clubs.

### **PROHIBITED ACTS**

No person or entity may engage in any business or commercial activity on the Airport without a lease approved by the Council, or a sublease from a duly authorized master lessee approved by the Council. For the purposes of this section a "person or entity" shall include an individual or group of individuals, including a company, partnership, corporation, or other association. This prohibition shall also apply to persons/entities who use the Airport as a base for conducting a Business or Commercial Activity even though their office or other place of business is not located on the Airport property. The above prohibitions do not apply to the following, whether meeting the definition of "business or commercial activity" or not:

- A. Aircraft operations where the flight originates and terminates elsewhere, and the Airport is used as a temporary stopping place for landings, refueling, other appropriate aeronautical services, or the embarking or debarking of passengers.
- B. Company or corporate-owned aircraft where personnel or products are transported as part of the company enterprise, for company/corporate purposes.
- C. Casual or isolated transactions including sales or services provided by an Owner or Owner/Operator, providing occasional flight instruction, for example. Whether an Owner or Owner/Operator fits within this exception shall be determined by the Airport Manager. The Airport Manager's determination may be appealed to the Airport Board. The Airport Board shall normally consider the appeal within seven (7) days of receipt, and the written decision of the Board shall be final.

- D. Sales of food by organizations, approved by the Airport Manager or Airport Board, for approved special events.
- E. No lease or license providing an exclusive right to provide an aeronautical service, operation, or activity at the Airport shall be issued or approved.

### **APPROPRIATE ALLOCATION OF GROUND SPACE – STRUCTURES TO COMPLY WITH BUILDING REGULATIONS OF THE CITY**

Leases for aeronautical and commercial activities on the Airport shall be issued and approved contingent on the lessor (Airport) constructing or providing a structure or structures on the leased property appropriate to the type of aeronautical or commercial activity to be conducted. Ground space allocations under lease agreements shall be made in accordance with the Airport Master Plan and land use plan adopted by the City for the development of the Airport. All structures erected at the Airport shall comply with appropriate building and FAA regulations where appropriate. Structural and architectural design of all structures shall be subject to approval by the City.

### **PROCEDURES FOR ACQUIRING LEASE**

Any person or entity interested in leasing land or structures on the Airport property shall contact the Airport Manager to discuss. If the person/entity chooses to move forward with a lease, the person/entity and the Airport Manager in consultation with the City Manager shall discuss likely terms and conditions and prepare a draft lease agreement to be presented to the Airport Board for review, consideration, and input. After such Board review, and final negotiations with the proposed tenant, the Lease as negotiated shall be forwarded to the City Manager who shall present it to the City Council for consideration and approval. Lease provisions shall be negotiated to reflect fair market value and shall also include provisions to increase lease rates on an annual basis during the agreed-upon lease term. Any lease for a period in excess of three (3) years requires that a public hearing be scheduled and held in advance of lease approval by the City Council. Prior to entering any lease for property, or a hanger, at the Airport, the prospective lessee must present to the City satisfactory evidence that it meets minimum standards as established herein and by the Airport Board.

A waiting list will be formed based on the order in which the Manager is informed of an interest to be put on such a list. When a hangar becomes available everyone will be contacted in order until the spot is filled. If someone declines to take advantage of the empty space but wishes to remain on the list, they will be moved to the bottom of the list.

### **FIXED BASE OPERATOR'S LICENSE ISSUED SUBJECT TO COMPLIANCE**

- A. A General Fixed Base Operator's license will be issued, subject to compliance with all conditions hereinafter imposed and upon proper application, to a person or entity providing the following services:
  1. Fuel and oil sales
  2. Flight training services

3. Aircraft charter and taxi services
  4. Aircraft rental and sales
  5. Sale of aircraft parts, accessories, and hardware
  6. Repair, overhauling, and modification of aircraft or equipment
- B. A Special Fixed Base Operator's license will be issued, subject to compliance with all conditions outlined in Paragraph A immediately above, upon proper application, to a person or company providing some but not all of the services required of a General Fixed Base Operator.
  - C. Aviation fuel will be sold at the Airport only by the City or by a duly licensed Fixed Base Operator. Nothing in this section shall be construed to limit the right of any person or entity to provide fuel for his/her own aircraft. However, such self-service fueling shall meet all applicable City, state, and federal safety regulations.
  - D. All Fixed Base Operators, General and Specific, shall individually or in cooperation with other entities at the Airport, maintain such hours and/or call-out arrangements to adequately service public demand for the products/services provided by the Fixed Base Operator.
  - E. Nothing herein shall prevent persons or entities from selling goods or services during a special event on the Airport property if pre-approved by the Manager.

### **INSURANCE COVERAGE REQUIRED**

All lessees of Airport property shall obtain and maintain liability insurance coverage, with the City being named as an additional insured. The insurance certificates shall show proof of liability insurance in the following minimum amounts: Commercial General Liability of \$1,000,000 per occurrence, and \$2,000,000 aggregate. Such insurance certificates must be provided by the lessee to the Airport Manager prior to the commencement of the lease term, and regularly thereafter as requested, to show continuing coverage as required by this provision.

### **RATES AND CHARGES ESTABLISHED BY BOARD – APPROVED BY COUNCIL**

A schedule of rates and charges for the use of the Airport and its facilities, not specifically set forth herein, shall be established by the Board and approved by the City Council. Each person or entity subject to the rates and charges shall promptly pay all amounts determined to be due in accordance therewith.

### **RATES AND CHARGES**

A. Tie-down Fees shall be assessed in the amount of \$100 a month and will be collected after 30 days of being parked on the ramp or apron in coordination with hanger rent unless an alternative agreement is approved by the Airport Manager or authorized representative. The Airport shall obtain and maintain liability insurance coverage for Airport property.. Amounts of coverage shall be set at appropriate levels by the City.

B. Parking Fees. The Operator shall pay to the City the monthly parking fee outlined in the Agreement Summary for each month or part thereof that this Agreement is in effect, computed as set forth by the Airport Board, and approved by the Council. The parking fee shall be due and

payable, in advance, on or before the first day of each month, except that the first month's parking fee, or prorated portion of the first month's fee may be paid in arrears.

**C. Payments.** Payments shall be made to the

City of Independence, Iowa

City Clerk/Treasurer

331 1st Street East

Independence, IA 50644

or any other address as designated by the Airport Manager when due, without demand and without notice from the City and without deduction, credits, or offset. All such fees, charges, and other amounts payable by the Operator shall be paid via cash, check, or credit card (which may incur additional fees) and must be received by the due date. The parking fee and any other fee required to be paid in advance on or before the first day of each month pursuant to the terms of this license shall be paid on or before the first day of each month without any requirement of notice from the City. Any fees or charges that are payable by the Operator in arrears for the preceding month's activity are due and payable on or before the fifteenth day from the date of the City's invoice. Operator hereby acknowledges late payment to the City of any fee, charge, or other sum due hereunder will cause the City to incur costs not contemplated by this license agreement, the exact amount of which will be extremely difficult to ascertain. If any such, fee, charge, or other sums due from the Operator is not received by the City on or before the fifteenth day from the due date, then the Operator shall pay to the City a late payment fee equal to one and a half percent (1.5%) per month of the amount not paid, calculated for each day, from the due date until the date payment is received by the City. Late payments made by the Operator to the City must be paid to the City Clerk via cash, check, or credit card (which may incur additional fees). The parties hereby agree such a late fee represents a fair and reasonable estimate of the cost the City will incur by reason of the Operator's late payment.

## **OFFENSES – VIOLATION - PENALTY**

### **NUISANCES, LITTERING, VANDALISM UNLAWFUL**

For the purposes of this section a nuisance will be described as whatever is injurious to health, indecent, unreasonably offensive to the senses, an obstruction to the free use of property, or to interfere unreasonably with the comfortable enjoyment of life or property. In addition, any person that interferes with the use of the Airport by being irritating, offensive, harassing, obstructive, or dangerous, may also be deemed and declared to be a nuisance.

- A. No person or entity shall act, or fail to act, if said action or inaction creates or constitutes a nuisance on the Airport Property.
- B. No person shall dispose of garbage, papers, refuse, or other similar materials on the Airport Property except in receptacles provided for that purpose.
- C. No person may vandalize, deface, or otherwise damage any property on the Airport, whether Airport Property, or personal property of the Airport or any other person or entity.



- D. No person or entity may alter, make additions to, or erect any building, structure, and/or sign(s), or make any excavations on the Airport Property without the express written permission of the Airport Manager and City Manager.
- E. No person or entity may intentionally abandon personal property on the Airport property. Personal property shall be deemed abandoned when it remains unattended without written permission of the Airport Manager for a period of thirty (30) days or more. After the passage of thirty (30) days the Airport Manager will deliver a notice to the owner of the property deemed abandoned, by regular and certified mail to the last known address of the owner, and in the event there is no known address, by publication in the official City newspaper of record, providing thirty (30) days to collect said items, said thirty days to commence on the fourth day after mailing or publication, and end with the thirtieth day, unless the thirtieth day falls on a Sunday or City, State, or Federally recognized holiday, in which case the last day to claim the abandoned property shall be extended, not counting the Sunday or Holiday, as appropriate. If property is deemed to be abandoned consistent with this provision, and not claimed after notice as provided herein, the City will thereafter deal with the property as abandoned property consistent with other applicable provisions of the Iowa Code.

### **THROWING / SHOOTING AND UNAUTHORIZED HUNTING**

It is unlawful for a person to throw stones, bricks, or missiles of any kind or to shoot arrows, paintballs, rubber guns, slingshots, air rifles, BB guns, or other dangerous instruments or toys on Airport Property, or to hunt, pursue, trap, catch injure, or kill any bird or animal on the Airport Property without prior written authorization of the Manager.

### **UNAUTHORIZED SOLICITATION AND ADVERTISING UNLAWFUL**

- A. No person or entity may solicit or advertise on the Airport Property, for any purpose, without prior permission of the Manager, or as otherwise allowed herein.
- B. No person or entity may post, distribute or display signs, advertisements, circulars or other printed or written matter in a public area of the Airport except in locations designated by the Manager.

### **ANIMALS TO BE RESTRAINED**

No person may enter the Airport property with a dog or other domestic animal unless that animal is restrained by a leash or confined in such a manner as to be completely under the control of the person. No person shall possess any animal on Airport Property that has at any point been determined or declared to be a Vicious or Dangerous Animal by any municipality, governmental entity, or Court of competent jurisdiction.

### **UNAUTHORIZED FLYING OF DRONES AND MODEL AIRCRAFT PROHIBITED**

No model aircraft, drone, or similar item may be flown within five (5) miles of the Airport unless done in full compliance with all applicable FAA rules and regulations and permission is obtained from the Manager.

## **MISCELLANEOUS**

### **COUNCIL AUTHORITY TO ESTABLISH ADDITIONAL STANDARDS**

The City council reserves the right to establish additional standards, rules, and regulations, for any and all categories of aeronautical-related businesses or specialized services operating on the Airport property.

### **FEDERAL AUTHORITY**

All lease agreements, contracts, permits, or other agreements between the City and any person or entity using the Airport or Airport Property, shall be subordinate to and subject to all agreements and contracts between the City and the federal government/FAA, now or hereafter existing, relative to the operation and maintenance of the Airport

### **VIOLATION - PENALTY**

No person or entity may violate any provisions hereof these Rules and Regulations or any other lawful rule, regulation, or directive of the City relative to the operation and maintenance of the Airport. Penalties for violations of any such rules and regulations shall be punishable as a Municipal Infraction under City Code.

### **COMPLAINT RESOLUTION REGARDING MANAGER OR OTHER EMPLOYEE**

Any complaints associated with the Airport Manager, or other Airport employee, shall be directed to the City Manager to be addressed, and the City Manager shall address the complaint. After receipt of the complaint, and after addressing the complaint, the City Manager may communicate pertinent facts, and steps taken, with the Airport Board.

Where there exists a conflict between any rule, regulation or limitation prescribed herein and any other rule, regulation or limitation applicable to Airport not set forth herein, the rule, regulation or limitation determined to be more stringent shall govern and prevail over the less stringent provision(s).



City of Independence  
Airport Board  
MEMORANDUM

Item #11.

---

**TO:** Airport Board  
**FROM:** Susi Lampe, laCMC, laCFO – City Clerk/Treasurer  
**DATE OF MEETING:** March 6, 2024  
**SUBJECT:** Revenues and Expenses to date – *Information Only*

---

**BACKGROUND:**

Attached is documentation showing the Revenues and Expenses for February and March 2024 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 Engaging and Catalyzing Community. This item helps achieve that vision by being transparent and sharing the City’s financials.

**FINANCIAL CONSIDERATION:**

N/A

**RECOMMENDATION:**

This item is for informational purposes only, no motion is needed or recommended.

# BUDGET REPORT

## CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,080.00	21.50	22,200.00
001-280-4311	FARM LEASE	13,158.00	.00	6,579.26	50.00	6,578.74
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	6,400.00	52.03	5,900.00
001-280-4313	AIRCRAFT FUEL AGRMT @ 10 CENTS	.00	.00	.00	.00	.00
001-280-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
001-280-4440	STATE GRANTS	.00	.00	.00	.00	.00
001-280-4705	DONATIONS	6.00	15.00	21.00	350.00	15.00-
001-280-4710	REIMBURSEMENTS	15.00	.00	15.00	100.00	.00
001-280-4715	REFUNDS	.00	.00	580.00	.00	580.00-
001-280-4750	MERCHANDISE SALES	100,000.00	7,274.06	89,022.82	89.02	10,977.18
	AIRPORT TOTAL	153,759.00	8,089.06	108,698.08	70.69	45,060.92
	TOTAL REVENUE	153,759.00	8,089.06	108,698.08	70.69	45,060.92
001-280-6010	SALARIES - FULL-TIME	60,144.00	4,627.20	39,302.80	65.35	20,841.20
001-280-6020	SALARIES - PART-TIME	3,000.00	.00	1,947.79	64.93	1,052.21
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	65.07	199.11	15.29	1,102.89
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	653.82	65.38	346.18
001-280-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	225.00	41.67	315.00
001-280-6230	TRAINING	.00	.00	.00	.00	.00
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	150.00	479.57	9.59	4,520.43
001-280-6320	GROUPS/RUNWAY MAINT & REPAIR	10,000.00	.00	12,815.73	128.16	2,815.73-
001-280-6331	VEHICLE OPERATIONS	5,000.00	1,223.61	4,372.30	87.45	627.70
001-280-6332	VEHICLE REPAIRS	5,000.00	121.77	913.34	18.27	4,086.66
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	1,982.85	9,047.22	45.24	10,952.78
001-280-6372	GARBAGE/RECYCLING	3,000.00	301.06	2,240.25	74.68	759.75
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	202.83	1,318.15	62.77	781.85
001-280-6399	OTHER MAINTENANCE/REPAIR	3,000.00	.00	.00	.00	3,000.00
001-280-6407	ENGINEERING	5,000.00	.00	.00	.00	5,000.00
001-280-6408	PROPERTY & CASUALTY INSURANCE	23,241.00	.00	1,449.00	6.23	21,792.00
001-280-6409	JANITORIAL	1,500.00	.00	312.47	20.83	1,187.53
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	1.25	1.25	98.75
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	200.00	330.00	66.00	170.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	157.74	7,893.28	63.15	4,606.72
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	20,515.47	106,285.57	132.86	26,285.57-
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	40.00	628.73	31.44	1,371.27
001-280-6510	SPECIAL & SAFETY EQUIPMENT	250.00	.00	.00	.00	250.00
001-280-6710	CIP 323 FUND-DO NOT USE/AMEND	.00	.00	.00	.00	.00
001-280-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
	AIRPORT TOTAL	245,177.00	29,709.52	190,677.90	77.77	54,499.10

**BUDGET REPORT**  
**CALENDAR 2/2024, FISCAL 8/2024**

PCT OF FISCAL YTD 66.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	29,709.52	190,677.90	77.77	54,499.10
	GENERAL FUND TOTAL	91,418.00-	21,620.46-	81,979.82-	89.68	9,438.18-
018-280-4300	INTEREST	.00	.00	17.20	.00	17.20-
	AIRPORT TOTAL	.00	.00	17.20	.00	17.20-
	TOTAL REVENUE	.00	.00	17.20	.00	17.20-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	AIRPORT REPLACEMENT FUND TOTA	.00	.00	17.20	.00	17.20-
112-280-6110	FICA - CITY/AIRPORT	4,931.00	352.69	3,123.31	63.34	1,807.69
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	442.95	3,912.83	64.31	2,171.17
112-280-6131	WORKERS COMP/AIRPORT	1,449.00	.00	24.76	1.71	1,424.24
112-280-6142	PENSION - CITY MANAGER	.00	.00	.00	.00	.00
112-280-6143	ICMA RC - CITY SHARE	.00	.00	.00	.00	.00
112-280-6150	GROUP INSURANCE/AIRPORT	18,469.00	1,282.82	11,015.48	59.64	7,453.52
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	13.99	376.97	9.42	3,623.03
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
	AIRPORT TOTAL	34,933.00	2,092.45	18,453.35	52.82	16,479.65
	TOTAL EXPENSES	34,933.00	2,092.45	18,453.35	52.82	16,479.65
	EMPLOYEE BENEFITS TOTAL	34,933.00	2,092.45	18,453.35	52.82	16,479.65
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

# BUDGET REPORT

## CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-280-4705	CONTRIBUTIONS-2016 TAXIWAY WIDN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-4400	AIRPORT AWOS FEDERAL GRANTS	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-4440	AIRPT. HANGAR EXTEN. STATE GRA	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-4400	AIRPT PARALLEL TAXIWAY FED GRA	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-4400	AIRPT. RUNWAY RECONST. FED GRA	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-4400	AIRPT SNOW REMOVAL EQ. FED GRA	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-4400	AIRPORT BUILDINGS FEDERAL GRAN	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-4440	AIRPORT SIGNAGE STATE GRANT	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-288-4400	AIRPT. RUNWAY EXTES. FED. GRAN	.00	.00	.00	.00	.00
318-288-4440	AIRPT. RUNWAY EXTENS. STATE GR	.00	.00	.00	.00	.00
	AIRPORT RUNWAY EXTENSION TOTA	.00	.00	.00	.00	.00
318-289-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
318-289-4440	AIRPORT ZONING STATE GRANT	.00	.00	.00	.00	.00
318-289-4466	AIRPORT ZONING LOCAL GRANT	.00	.00	.00	.00	.00
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00

# BUDGET REPORT

## CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL REVENUE	.00	.00	.00	.00	.00
318-280-6407	ENGINEERING-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
318-280-6411	LEGAL-2016 TAXIWAY WIDENING	.00	.00	.00	.00	.00
318-280-6499	CONTRACTUAL-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-6407	AIRPORT AWOS ENG FEES	.00	.00	.00	.00	.00
318-281-6499	AIRPORT AWOS ACCESS RD PROJECT	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-6407	AIRPORT HANGER EXTENSION ENG F	.00	.00	.00	.00	.00
318-282-6499	AIRPORT HANGAR EXT PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-6407	AIRPORT PARALLEL TAXIWAY ENG F	.00	.00	.00	.00	.00
318-283-6499	AIRPORT PARALLEL TAXIWAY PROJE	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-6499	AIRPORT RUNWAY RECON CAP PROJ	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-6407	SNOW REMOVAL EQUIPMENT ENG FEE	.00	.00	.00	.00	.00
318-285-6499	SNOW REMOVAL EQUIP PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-6750	AIRPORT BUILDINGS	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-6499	AIRPORT SIGNAGE	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00

# BUDGET REPORT

## CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	CAP PROJ - AIRPORT TOTAL	.00	.00	.00	.00	.00
323-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
323-280-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
323-280-6727	AIRPORT-CAP OUTLAY/EQUIPMENT	14,000.00	.00	.00	.00	14,000.00
323-280-6799	AIRPORT-OTHER CAPITAL OUTLAY	77,590.00	.00	640.88	.83	76,949.12
	AIRPORT TOTAL	91,590.00	.00	640.88	.70	90,949.12
	TOTAL EXPENSES	91,590.00	.00	640.88	.70	90,949.12
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	.00	640.88-	.70	90,949.12-
	AIRPORT TOTAL (REV LESS EXP)	217,941.00-	23,712.91-	101,056.85-	46.37	116,884.15-



BUDGET REPORT  
CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,080.00	21.50	22,200.00
001-280-4311	FARM LEASE	13,158.00	.00	6,579.26	50.00	6,578.74
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	.00	6,400.00	52.03	5,900.00
001-280-4313	AIRCRAFT FUEL AGRMT @ 10 CENTS	.00	.00	.00	.00	.00
001-280-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
001-280-4440	STATE GRANTS	.00	.00	.00	.00	.00
001-280-4705	DONATIONS	6.00	.00	21.00	350.00	15.00-
001-280-4710	REIMBURSEMENTS	15.00	.00	15.00	100.00	.00
001-280-4715	REFUNDS	.00	.00	580.00	.00	580.00-
001-280-4750	MERCHANDISE SALES	100,000.00	.00	89,022.82	89.02	10,977.18
	AIRPORT TOTAL	153,759.00	.00	108,698.08	70.69	45,060.92
	TOTAL REVENUE	153,759.00	.00	108,698.08	70.69	45,060.92
001-280-6010	SALARIES - FULL-TIME	60,144.00	.00	39,302.80	65.35	20,841.20
001-280-6020	SALARIES - PART-TIME	3,000.00	.00	1,947.79	64.93	1,052.21
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	.00	199.11	15.29	1,102.89
001-280-6143	ICMA RC - CITY SHARE	1,000.00	.00	653.82	65.38	346.18
001-280-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
001-280-6184	CELL PHONE ALLOWANCES	540.00	.00	225.00	41.67	315.00
001-280-6230	TRAINING	.00	.00	.00	.00	.00
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	.00	479.57	9.59	4,520.43
001-280-6320	GROUPS/RUNWAY MAINT & REPAIR	10,000.00	.00	12,815.73	128.16	2,815.73-
001-280-6331	VEHICLE OPERATIONS	5,000.00	.00	4,372.30	87.45	627.70
001-280-6332	VEHICLE REPAIRS	5,000.00	.00	913.34	18.27	4,086.66
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	.00	9,047.22	45.24	10,952.78
001-280-6372	GARBAGE/RECYCLING	3,000.00	.00	2,240.25	74.68	759.75
001-280-6373	COMMUNICATIONS (PHONE/INTERNET	2,100.00	.00	1,318.15	62.77	781.85
001-280-6399	OTHER MAINTENANCE/REPAIR	3,000.00	.00	.00	.00	3,000.00
001-280-6407	ENGINEERING	5,000.00	.00	.00	.00	5,000.00
001-280-6408	PROPERTY & CASUALTY INSURANCE	23,241.00	.00	1,449.00	6.23	21,792.00
001-280-6409	JANITORIAL	1,500.00	.00	312.47	20.83	1,187.53
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	1.25	1.25	98.75
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	.00	330.00	66.00	170.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	.00	7,893.28	63.15	4,606.72
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	.00	106,285.57	132.86	26,285.57-
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	.00	628.73	31.44	1,371.27
001-280-6510	SPECIAL & SAFETY EQUIPMENT	250.00	.00	.00	.00	250.00
001-280-6710	CIP 323 FUND-DO NOT USE/AMEND	.00	.00	.00	.00	.00
001-280-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
	AIRPORT TOTAL	245,177.00	.00	190,677.90	77.77	54,499.10

**BUDGET REPORT**  
**CALENDAR 3/2024, FISCAL 9/2024**

PCT OF FISCAL YTD 75.0%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	.00	190,677.90	77.77	54,499.10
		=====	=====	=====	=====	=====
	GENERAL FUND TOTAL	91,418.00-	.00	81,979.82-	89.68	9,438.18-
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	17.20	.00	17.20-
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	.00	.00	17.20	.00	17.20-
		-----	-----	-----	-----	-----
	TOTAL REVENUE	.00	.00	17.20	.00	17.20-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	AIRPORT REPLACEMENT FUND TOTA	.00	.00	17.20	.00	17.20-
		=====	=====	=====	=====	=====
112-280-6110	FICA - CITY/AIRPORT	4,931.00	.00	3,123.31	63.34	1,807.69
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	.00	3,912.83	64.31	2,171.17
112-280-6131	WORKERS COMP/AIRPORT	1,449.00	.00	24.76	1.71	1,424.24
112-280-6142	PENSION - CITY MANAGER	.00	.00	.00	.00	.00
112-280-6143	ICMA RC - CITY SHARE	.00	.00	.00	.00	.00
112-280-6150	GROUP INSURANCE/AIRPORT	18,469.00	.00	11,015.48	59.64	7,453.52
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	.00	376.97	9.42	3,623.03
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	34,933.00	.00	18,453.35	52.82	16,479.65
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	34,933.00	.00	18,453.35	52.82	16,479.65
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	34,933.00	.00	18,453.35	52.82	16,479.65
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

# BUDGET REPORT

## CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-280-4705	CONTRIBUTIONS-2016 TAXIWAY WIDN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-4400	AIRPORT AWOS FEDERAL GRANTS	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-4440	AIRPT. HANGAR EXTEN. STATE GRA	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-4400	AIRPT PARALLEL TAXIWAY FED GRA	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-4400	AIRPT. RUNWAY RECONST. FED GRA	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-4400	AIRPT SNOW REMOVAL EQ. FED GRA	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-4400	AIRPORT BUILDINGS FEDERAL GRAN	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-4440	AIRPORT SIGNAGE STATE GRANT	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-288-4400	AIRPT. RUNWAY EXTES. FED. GRAN	.00	.00	.00	.00	.00
318-288-4440	AIRPT. RUNWAY EXTENS. STATE GR	.00	.00	.00	.00	.00
	AIRPORT RUNWAY EXTENSION TOTA	.00	.00	.00	.00	.00
318-289-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
318-289-4440	AIRPORT ZONING STATE GRANT	.00	.00	.00	.00	.00
318-289-4466	AIRPORT ZONING LOCAL GRANT	.00	.00	.00	.00	.00
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00

# BUDGET REPORT

## CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL REVENUE	.00	.00	.00	.00	.00
318-280-6407	ENGINEERING-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
318-280-6411	LEGAL-2016 TAXIWAY WIDENING	.00	.00	.00	.00	.00
318-280-6499	CONTRACTUAL-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-6407	AIRPORT AWOS ENG FEES	.00	.00	.00	.00	.00
318-281-6499	AIRPORT AWOS ACCESS RD PROJECT	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-6407	AIRPORT HANGER EXTENSION ENG F	.00	.00	.00	.00	.00
318-282-6499	AIRPORT HANGAR EXT PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-6407	AIRPORT PARALLEL TAXIWAY ENG F	.00	.00	.00	.00	.00
318-283-6499	AIRPORT PARALLEL TAXIWAY PROJE	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-6499	AIRPORT RUNWAY RECON CAP PROJ	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-6407	SNOW REMOVAL EQUIPMENT ENG FEE	.00	.00	.00	.00	.00
318-285-6499	SNOW REMOVAL EQUIP PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-6750	AIRPORT BUILDINGS	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-6499	AIRPORT SIGNAGE	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00

# BUDGET REPORT

## CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

Item #11.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	CAP PROJ - AIRPORT TOTAL	.00	.00	.00	.00	.00
323-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
323-280-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
323-280-6727	AIRPORT-CAP OUTLAY/EQUIPMENT	14,000.00	.00	.00	.00	14,000.00
323-280-6799	AIRPORT-OTHER CAPITAL OUTLAY	77,590.00	.00	640.88	.83	76,949.12
	AIRPORT TOTAL	91,590.00	.00	640.88	.70	90,949.12
	TOTAL EXPENSES	91,590.00	.00	640.88	.70	90,949.12
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	.00	640.88-	.70	90,949.12-
	AIRPORT TOTAL (REV LESS EXP)	217,941.00-	.00	101,056.85-	46.37	116,884.15-



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

---

**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

**DATE OF MEETING:** March 6th, 2024

**ITEM TITLE:** FBO Lease

---

**DISCUSSION:**

Draft request for proposals. This will be if the board wants to go out for bid.

**RECOMMENDATION:**

Staff recommends discussion of this topic.

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting

Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

## Request for Proposal: Fixed Base Operator Independence Municipal Airport 2024

The City of Independence Iowa is seeking proposals from qualified applicants for a Fixed Base Operator (FBO) to provide FBO services and flight instruction at the Independence Municipal Airport KIIB, located at 1684 230th Street, Independence, Iowa, 50644

### Airport Background and Information:

The Independence Municipal Airport is a city-owned, public-use airport located 2 miles west of town. The airport is included in the FAA's National Plan of Integrated Airport Systems and categorized as an enhanced aviation airport. (KIIB) is adjacent to US Highway 20.

The Airport is currently staffed with a full-time Airport manager and one part-time employee.

KIIB has a great general aviation presence, including 26 airport-owned T-hangars, there is an Approximately 80/85 hanger Attached to the main terminal building and one commercial hanger. All hangars are currently rented. There are currently 29 aircraft based at KIIB.

The runway is 5,500 feet long by 100 feet wide with a parallel taxiway. Approach REIL/REIL and VGSI P2L/P2L.

Fuel: There are two 10,000-gallon fuel tanks underground. One is 100LL and the other is Jet A.

There are two general aviation aprons. The main apron is approximately 96,200 square feet. This apron is located adjacent to the large City hangar. An additional 65,500 square feet pad is located just to the north of the airport.

Capital Improvement Plan: The City of Independence has been very active in investing in the growth of the airport in the past 4 years. The airport added a Taxiway to the south of the airport. Refurbished concrete next to some of the T-hangers, an apron expansion, and added a new apron to the north of the airport. In 2024 the airport will be installing new LED runway and taxiway lights.

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

---

**Proposal:**

The successful proposer will assume full responsibility for the day-to-day operations of the fixed base operation. Proposals will be evaluated as to the quality of services to be provided as well as to the remuneration provided to the Airport in the form of rents or service charges proposed. The minimum level of services that will be required to be provided is listed under basic services below. All services provided must be by appropriate FAA regulations and certifications and must comply with the airport's minimum standards. Proposers will be expected to abide by all Federal, State, and local laws, regulations, and ordinances. Proposers will be required to carry liability insurance with a company qualified to do business in the State of Iowa. Proposals must include:

- Proposal shall specify proposed lease rates and other items as outlined in the Proposal Requirements section.

**Insurance Requirements:**

The operator shall procure, maintain, and pay premiums during the term of his/her agreement for insurance with the following minimum requirements. Commercial General Liability coverage in the amount of:

- 1,000,000.00 Per person or Organization personal injury and Advertising injury.
- 2,000,000.00 for Each Occurrence of Bodily Injury and Property Damage.
- 2,000,000.00 General Aggregate that applies on a per-project basis.
- 2,000,000.00 for Products/ Completed Aggregate.

The insurance company writing the required policy or policies shall be licensed to do business in the State of Iowa. All insurance which the operator is required by the City of Independence to carry and keep in force shall include the City of Independence and their employees as additional named insurers. The operator shall furnish evidence of his/her compliance with this requirement to the City with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than ten (10) days before any such change if the change results in a reduction. In the event of cancellation of coverages, thirty (30) days prior notification shall be conveyed to the City of Independence by the underwriter. The applicable insurance coverage shall be in force during the period of any construction of the operator's facilities and/or before his/her entry into the Airport to conduct his/her business. Updated insurance will be submitted every year in June to the City to put on file.



**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

**Time Frame:**

It is anticipated that the contract period will commence on \_\_\_\_\_, 2024 and that the initial contract period will be for \_\_\_\_\_. The agreement may include an option to renew for an additional \_\_\_\_\_ period or as negotiated.

RFP Posting – \_\_\_\_\_  
Question Deadline – \_\_\_\_\_  
RFP Submissions Due – \_\_\_\_\_

**Proposal Formalities:**

The proposal must clearly define the services the firm will provide and outline the rents and/or fees proposed to be paid to the City of Independence. Seven copies of the proposal are to be submitted by 5:00 pm, \_\_\_\_\_, 2024 to the following:

Request for Proposal – City of Independence.  
FBO Services  
City of Independence  
331 1<sup>st</sup> Street E  
Independence, Iowa 50644

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting

Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

To be considered for selection, responses must be in writing and arrive at the above location on or before the date and time specified. Proposers' mailing responses should allow for normal mail delivery time to ensure receipt. Proposals received after the stated time will be returned unopened. Each copy of the proposal will be signed by an authorized representative of the firm or individual responding. All responses will become the property of the Airport and may be a matter of public record after the award of the contract or rejection of all proposals. Proposals will not be returned.

Part of the proposal process may include an interview. This interview would require a presentation on how the firm or individual plans to provide Fixed Base Operator services, discuss the proposer's experience, and capacity to meet requirements, and answer questions. All presentation materials will become the property of the City after the interview is completed. The City reserves the right to negotiate the final terms of the contract with the successful proposer. The City reserves the right without prejudice to reject all proposals. In addition, the City has the right to cancel this solicitation at any time. Remuneration will not be the sole factor in the selection of the FBO.

### **Proposal Requirements:**

The proposal should address the following items, indicating how the proposer plans to provide the relevant services.

### **REQUIRED COMPLIANCE:**

The successful proposer must be willing and able to comply with all Federal, State, and Local regulations or other applicable regulations required of Fixed Based Operators.

### **Public presence; On-site services**

The City of Independence desires a welcoming public presence with a high level of customer service. The proposal should address how the level of hospitality to pilots and visitors will be maintained, and how the FBO/Building will be staffed. The FBO would be required to have someone on-site a minimum of two days per week when the city staff is not available to be there due to holidays or staff development. For operation of the terminal building, which is 8:00 a.m. to 5:00 p.m. The FBO must also arrange for 24/7 telephone on-call availability for services or emergencies.

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting

Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

---

**Ground service, Towing, and tie-down service:**

These services shall be provided. Tie-down service. An aviation tug and appropriate tow bars are required.

**Fueling services:**

The FBO must provide fueling services during regular business hours for larger aircraft that require assistance. On-call and after-hours service is required. The City of Independence will retain ownership of the fuel tanks and associated equipment.

FBO employees must complete training and provide the Independence Airport Manager with a Fuel Training Certificate or letter as required. All fuel, oil, and other related products must be produced by a recognized supplier of such products.

The FBO must provide at least light aircraft maintenance with a properly licensed ANP.

The FBO is expected to be welcoming to pilots and visitors and to actively liaison with pilots. This may include coordination and support of flying clubs or partner-owned aircraft, assisting pilots in arranging flight instruction. The Commission encourages all proposers to continue to host the annual fly-in event.

**Courtesy Car:**

The City of Independence will provide a courtesy car for pilot use. The FBO will work in accordance with the Airport manager with the proper procedures for the pilot's use of the car.

**Flight instruction and Aircraft rental:**

Within 30 days of contract signage, the successful proposer must provide a licensed flight instructor and a suitable rental/training aircraft to provide services at the FBO. CFII and IFR capable aircraft are preferred. Also preferred is an instructor with tailwheel endorsement and access to tailwheel training aircraft.

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

---

**Unicom Service:**

The FBO will monitor the Common Traffic Advisory Frequency / Unicom (122.8) during hours of operation.

**OPTIONAL SERVICES** The proposal may address any additional services such as:

- A. Charter flights
- B. Aircraft Sales
- C. Avionics repair and installation
- E. Any other related services

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The proposer must provide a detailed listing of the relevant experience, with a minimum of ten years prior aviation experience the proposer has in providing the same or similar types of service with an airport. The statement should include the name, address, telephone number, or email address of contact persons who can verify such experience. Other references may be provided. The proposer should also highlight all of the relevant training and experience that the proposer has in providing such services.

**OPTIONS:**

The option to rent the main terminal building which is more or less 80 by 85. A parts room that is more or less than 24 by 18. Three classrooms above the main terminal. Proposals shall include lease terms itemized and Industry standard price per square foot.

**CONTACT:**

All questions concerning submissions and procedures to this RFP should be directed to:

Airport Manager  
1684 230th St. Independence, IA 50644  
(319)332-0118  
[airportmgr@independenceia.org](mailto:airportmgr@independenceia.org)

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

**Proposals shall include (in the following order):**

**Section I:**

A resume of the company or person documenting ownership and/or partners' names, qualifications, experience, and a description of the person or company's ability to operate a full-service aviation FBO.

**Section II: Three personal and business references each.**

**Section III: A Business Plan defining the following:**

- Start-up requirements
- Requirements for building space
- 3–5-year business and marketing plans
- Plan for equipment for fueling and services
- Other plans that would result in a successful business enterprise, including information concerning the financial viability of the applicant
- Plans for growth

**Section IV: Proposed general lease considerations and/or comments.** A final lease, including flowage fees and base lease payment to the Airport, will be negotiated with the successful applicant.

**Section V: Documentation of, or ability to obtain, Hangar Keeper's Insurance and General Liability Insurance.**

**Section VI: It is recommended the FBO applicant provide the following.** Each of the items should be discussed in the proposal for appropriateness and applicability for the operation. The list is not to be considered all-encompassing, and applicants are urged to add to or tailor the list.

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting

Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

---

**Services being proposed.**

1. Provide proposed FBO staffing hours. Minimum normal operating hours are 8:00 am – 5:00 pm, Saturday and Sunday, or when the city staff is not available to be there due to holidays or staff development.
2. Keep and dispense sufficient aviation lubricating oils to meet public demand. Other aviation materials such as pilot supplies and publications should be made available.
3. Promote the airport with activities such as fly-ins and other scheduled promotional events to bring individuals to the community.
4. The FBO will be required to attend Airport Commission Meetings and Submit a monthly report to the Airport Manager.
5. The FBO will be responsible for helping airport staff with snow removal on sidewalks and up next to the fuel farm. Facilities are clean and presentable the garbage gets taken out and restrooms are cleaned regularly.
6. Additional services that may be provided.

Note: The Airport will continue to provide Airport management and grounds-keeping staff which provides airfield maintenance including snow removal, mowing, lighting, pavement/markings maintenance, issuance of NOTAMs, etc.

**Mission Statement:**

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



[www.independenceia.org](http://www.independenceia.org)

Airport Board Meeting Item #12.

Dan Callahan  
Vicki Pilcher  
Janet Payne  
Jeff Rottinghaus  
Merritt Jones

**Selection Process:**

Qualified applicants will be interviewed and rated by the Independence Municipal Airport Commission and Airport Manager.

Major rating criteria used to evaluate applicants are:

- FBO experience.
- Business operations plan.
- Qualifications of personnel.
- Knowledge of FAA rules and regulations.
- Other criteria as selected.
- FBO applicants will also be rated on the quality of their presentation and submission.

**Submission Instructions:**

Seven copies of the proposal must be received by 5:00 pm \_\_\_\_\_. Submissions shall be delivered in a sealed envelope and clearly marked:

Request for Proposal – Independence Airport  
FBO Services  
City of Independence Airport  
331 1<sup>st</sup> Street E  
Independence, Iowa 50644