

AIRPORT BOARD MEETING

Wednesday, October 02, 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.

- 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. CIP Review
- 10. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



Wednesday, August 7, 2024 Airport Board minutes

Airport Terminal Building

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

Call to Order at 5.00 pm by Chairman Dan Callahan.

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

Absent – Jones and Payne (excused)

Other attendees: None

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

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

Public comment: none

NEW BUSINESS

Engineer Update – Brett gave an update on the lighting project. He hopes to get a schedule sent out to the tenants, so they know the phases of the project will go. There will be a preconstruction meeting on September 16, 2024.

Chairman/City Manager Update – The City Manager was not in attendance.

Airport Manager Update- Brett's report was accepted.

FBO Update – P&N's report was accepted. Jacky was in attendance by phone. Taylor Thul will be the new Instructor in Independence. She was unable to attend this month.

Revenues and expenses to date – Everything looks good.

Additional Comments-

Adjournment time was at 5:15 pm: Motion- Rottinghaus Second Pilcher Ayes- All

Respectfully submitted,

Brett Soukup, Airport Manager.

Item #7.



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Manager

DATE OF MEETING: October 2nd, 2024

ITEM TITLE: Report – (September 2024 Airport Report)

Fuel Sales Update

o 100LL –751gal

Jet A −507gal.

- Grounds:
- Mowing
- Light bulb replacement on the airfield.
- Equipment:

We repaired a couple of light bulbs and a lens out on the dump truck.

- Miscellaneous:
- The State of lowa sent out to all airports that they were looking for airports to send a proposal
 to have their airports repainted. We sent in a request and received word that we made it on the
 list to have the runway and taxiway repainted. They did a good job with this.
- o The lighting project is off to a good start. The taxiway was the first thing on the list to be worked on, all the old lights have been removed and most of the new light cans have been installed.
- The Fire Department toured the airport. They came out to learn about Emergency procedures for the campus. This included going over the lighting system, the underground fuel system and looking at an aircraft and any other general questions that anyone may have had if there is an emergency at the airport so that crews are prepared. Thank you to all that participated in this.
- We repainted some of the pipes out at the fuel farm. There were several of them that were getting rusty, and the curb appeal was not very nice.
- Dick's petroleum came to replace the fuel filters on the fuel farm. This is a yearly thing that we do.



Independence Airport

FBO Manager

Airport Board,

Traffic:

- The first half of September there was higher rate of transit traffic compared to the last two years.
- X The second half of this September has been significantly slower in both training and traffic.

Testing Center:

- The test center hours are now Monday-Wednesday and Friday, 8AM-4PM.
- X This month we administered 11 tests.
- We had a test center inspection earlier in the month.
 - o Fire escape routes are posted on the door inside the testing rooms.
 - Added three maintenance technician test supplement books and on A&P IA test supplement book.

Training:

- Our Piper Warrior is currently getting updated avionics, equipped for instrument flight and training.
- Between our Cessna 172 and Piper Warrior, our aircraft flew a total of 37.2 hour this month.

Maintenance:

- We are still offering a 15% discount for first time customers.
- * This month our mechanics finished up worked on two planes from tenants in Marion.

Item #9.



City of Independence Airport Board MEMORANDUM

TO: Airport Board

FROM: Brett Soukup Airport Manager

DATE OF

MEETING: October 2, 2023

SUBJECT: (CIP) Airport Improvement Program

BACKGROUND:

The attached spreadsheet is a snapshot of what is tentatively planned for Airports (CIP) This is by no means a guarantee of how projects will happen but rather the best projection right now.

RECOMMENDATION:

The airport board needs to start thinking about ideas that they want to put on the CIP for the next 5 years as a placeholder. This is by no means exactly what we must do. They are just ideas that we put down to submit as potential projects in the future.

lowa	Department of Transportation Form 291112wd (09-13)
	Form 291112wd (09-13)

FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Airport Name:	Independence Municipal Airport (IIB)	Telephone:	
Prepared By:	Bolton & Menk Inc.	Date Approved:	
Date Prepared:	Undated 11-1-2023	•	

Available Ent	itlement Funds	\$	162,482	\$ 312,482	\$ 362,482	\$ 466,482	\$ 600,000	\$ 450,000
Avail	able BIL Funds	\$	349,000	\$ 499,000	\$ 449,000			
Project Description	Funding Source	(FY 2024 (Go Letter)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
	Federal	\$	-	\$ 100,000.00	\$ -	\$ -	\$	\$ 1
	BIL	\$	-	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
Airport Master Plan/ALP	State	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$	-	\$ 33,333.00	\$ -	\$ -	\$ -	\$ -
	Total	\$	-	\$ 333,333.00	\$ -	\$ -	\$ -	\$ -
Dahahilitata Dunyyay and Darallal Tayiyyay	Federal	\$	-	\$ -	\$ 46,000.00	\$ -	\$ -	\$ -
(Joint and Crack Sealing)	BIL	\$	-	\$ -	\$ 449,000.00	\$ -	\$ -	\$ -
LCD 2007, 2008, 2009	State	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
LCD 2007, 2000, 2007	Local	\$	-	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -
	Total	\$	-	\$ -	\$ 550,000.00	\$ -	\$ -	\$ -
	Federal	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Wildlife Study	BIL	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
(Iowa DOT Funded)	State	\$	-	\$ -	\$ -	\$ 34,000.00	\$ -	\$ -
(Iowa Dol Tunded)	Local	\$	-	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -
	Total	\$	-	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -
	Federal	\$	-	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -
Rehabilitate Apron Pavement	BIL	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
LCD 2007, 2008, 2010	State	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
ECD 2007, 2000, 2010	Local	\$	-	\$ -	\$ -	\$ -	\$ 33,333.00	\$ -
	Total	\$	-	\$ -	\$ -	\$ -	\$ 333,333.00	\$ -
	Federal	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 315,000.00
	BIL	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
T-Hangar	State	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
	Local	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 485,000.00
	Total	\$	-	\$ -	\$ -	\$ 	\$ -	\$ 1,100,000.00
	Federal	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
	BIL	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$		\$ -	\$ 	\$ 	\$ -	\$ -
Available Entitlement Funds		\$	162,482	\$ 212,482	\$ 316,482	\$ 466,482	\$ 300,000	\$ 135,000
Available BIL Funds		\$	349,000	\$ 299,000	\$ -			

Item #10.



City of Independence Airport Board MEMORANDUM

TO: Airport Board

FROM: Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer

DATE OF

MEETING: October 2, 2024

SUBJECT: Revenues and Expenses to date – *Information Only*

BACKGROUND:

Attached is documentation showing the Revenues and Expenses to date – for the Airport Board's Information only.

DISCUSSION:

This is for information only; no discussion is necessary.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of 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 9/2024, FISCAL 3/2025

Page

PCT OF FISCAL YTD 25.09 Item #10. BUDGET MTD YTD PERCENT ESTIMATE ACCOUNT NUMBER ACCOUNT TITLE BALANCE BALANCE EXPENDED UNEXPENDED .00 5,100.00 001-280-4310 HANGAR RENT 28,280.00 18.03 23,180.00 FARM LEASE 001-280-4311 001-280-4312 FIXED BASED OPERATOR LEASE AIRCRAFT FUEL AGRMT @ 10 CENTS 001-280-4313 001-280-4400 FEDERAL GRANTS 001-280-4440 STATE GRANTS 001-280-4705 DONATIONS REIMBURSEMENTS 001-280-4710 78.37-001-280-4715 REFUNDS MERCHANDISE SALES 001-280-4750 189,578.00 5,664.88 61,406.60 32.39 AIRPORT TOTAL 128,171.40 TOTAL REVENUE 189,578.00 5,664.88 61,406.60 32.39 128,171.40 47,709.48 001-280-6010 1,000.38 33.55 .00 .00 400.53 30.76 230.76 23.08 316.52 1,993.62 001-280-6020 001-280-6030 .00 001-280-6040 901.47 769.24 001-280-6143 001-280-6170 316.52-001-280-6181 300.00 001-280-6184 450.00 001-280-6230 .00 500.00 001-280-6240 4.632.91 001-280-6310 001-280-6320 5,608.06 3,196.44 001-280-6331 001-280-6332 2,856.70 001-280-6371 18,436.01 2,804.95 001-280-6372 001-280-6373 1.591.22 1,965.01 001-280-6399 001-280-6407 2,500.00

.00 .00 .00 .00 .00 .00 .00

296,795.00 15,647.90 91,527.32 30.84

AIRPORT TOTAL

CAPITAL EQUIPMENT

4.97 30,490.00 13.20 1,302.00

85.48 500.00

.00

7,396.50 65,102.22

2,210.00

1,782.89

500.00

205.267.68

.00

.00

001-280-6408 001-280-6409 001-280-6412

001-280-6413 001-280-6498

001-280-6499

001-280-6503

001-280-6506 001-280-6507

001-280-6510

001-280-6710

001-280-6727

BUDGET REPORT CALENDAR 9/2024, FISCAL 3/2025

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PCT OF FISCAL YTD 25.09

Item #10. BUDGET MTD YTD PERCENT ACCOUNT NUMBER ACCOUNT TITLE UNEXPENDED **ESTIMATE BALANCE BALANCE EXPENDED** TOTAL EXPENSES 296,795.00 15,647.90 91,527.32 30.84 205,267.68 GENERAL FUND TOTAL 9,983.02-30,120.72-77,096.28-107,217.00-018-280-4300 INTEREST .00 .00 4.96 .00 4.96-.00 AIRPORT TOTAL .00 4.96 .00 4.96-TOTAL REVENUE .00 .00 4.96 .00 4.96-018-280-6710 CAPITAL VEHICLES-AIRPORT REPL .00 .00 .00 .00 .00 018-280-6727 CAPITAL EOUIPMENT-AIRPORT REPL .00 .00 .00 .00 .00 AIRPORT TOTAL .00 .00 .00 .00 .00 .00 TOTAL EXPENSES .00 .00 .00 .00 AIRPORT REPLACEMENT FUND TOTA .00 .00 .00 4.96 4.96-FICA - CITY/AIRPORT 112-280-6110 5,069.00 386.24 1,160.95 22.90 3,908.05 112-280-6130 IPERS - CITY/AIRPORT 6,256.00 .00 .00 .00 6,256.00 112-280-6131 WORKERS COMP/AIRPORT 1,289.00 .00 .00 .00 1,289.00 112-280-6142 PENSION - CITY MANAGER .00 .00 .00 .00 .00 112-280-6143 ICMA RC - CITY SHARE .00 .00 .00 .00 .00 112-280-6150 GROUP INSURANCE/AIRPORT 16,739.00 1,283.24 3,857.69 23.05 12,881.31 112-280-6154 EMPLOYEE SELF-FUNDING INS/AIR 4,000.00 18.99 273.80 6.85 3,726.20 VEHICLE ALLOWANCE 112-280-6182 .00 .00 .00 .00 .00 112-280-6184 CELL PHONE ALLOWANCES .00 .00 .00 .00 .00 AIRPORT TOTAL 33,353.00 1,688.47 5,292.44 15.87 28,060.56 TOTAL EXPENSES 33,353.00 5,292.44 28,060.56 1,688.47 15.87 EMPLOYEE BENEFITS TOTAL 33,353.00 1,688.47 5,292.44 28,060.56 15.87

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318-280-4445

IA DOT GRNT-2016 TAXIWAY WIDEN

BUDGET REPORT CALENDAR 9/2024, FISCAL 3/2025

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PCT OF FISCAL YTD 25.09

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT Expended	UNEXPENDED
318-280-4705	CONTRIBUTIONS-2016 TAXIWY 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 318-288-4440	AIRPT. RUNWAY EXTES. FED. GRAN AIRPT. RUNWAY EXTENS. STATE GR	.00	.00 .00	.00	.00	.00 .00
	AIRPORT RUNWAY EXTENSION TOTA	.00	.00	.00	.00	.00
318-289-4400 318-289-4440 318-289-4466	FEDERAL GRANTS AIRPORT ZONING STATE GRANT AIRPORT ZONING LOCAL GRANT	.00 .00 .00	.00 .00 .00	.00 .00	.00 .00 .00	.00 .00 .00
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT CALENDAR 9/2024, FISCAL 3/2025

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PCT OF FISCAL YTD 25.09

Item #10.

BUDGET MTD YTD PERCENT ACCOUNT NUMBER ACCOUNT TITLE **BALANCE BALANCE** UNEXPENDED **ESTIMATE EXPENDED** TOTAL REVENUE .00 .00 .00 .00 .00 ENGINEERING-2016 TAXIWAY WIDEN 318-280-6407 .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 AIRPORT RUNWAY RECON CAP PROJ 318-284-6499 .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 9/2024, FISCAL 3/2025

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PCT OF FISCAL YTD 25.09

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
23-280-4710 23-280-4820	REIMBURSEMENTS PROCEEDS FROM DEBT/LOAN	.00	.00 .00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
23-280-6727 23-280-6799	AIRPORT-CAP OUTLAY/EQUIPMENT AIRPORT-OTHER CAPITAL OUTLAY	25,000.00 .00	.00	16,000.00 286.52	64.00 .00	9,000.00 286.52-
	AIRPORT TOTAL	25,000.00	.00	16,286.52	65.15	8,713.48
	TOTAL EXPENSES	25,000.00	.00	16,286.52	65.15	8,713.48
	CAP OUTLAY SAVINGS/LOST TOTAL	25,000.00- ================================	.00	 16,286.52- 		8,713.48-
	AIRPORT TOTAL (REV LESS EXP)	165,570.00-	======================================	======================================	31.22	113,875.28-

GLBUDGRP 07/01/21