



AIRPORT BOARD MEETING

Wednesday, April 01, 2026 at 5:00 PM

Airport Terminal Meeting Room - 1684 230th Street

AGENDA

MEETING OPENING

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

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

NEW BUSINESS

5. RFP – Status Update & Discussion
6. Engineer Update
7. Chairman/City Manager Update
8. Airport Manager Update
9. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



**Wednesday, March 4, 2026
Airport Board minutes**

Airport Terminal Meeting Room – 1684 230th St, Independence, IA 50644
"The Airport Board's mission is to advise the Council in developing the future of Independence aviation."

Call to Order:

Meeting called to order at 5:01 p.m. by Chair Vicki Pilcher.

Roll Call:

Present – Janet Payne, Merritt Jones, Vicki Pilcher, Brad Lichty,
Absent: Jeff Rottinghaus (Unexcused)
Others in attendance – Airport Director Brett Soukup

Approve the Agenda:

Motion – Jones Second – Lichty Ayes – All

Approve the Minutes:

Motion – Pilcher Second – Jones Ayes – All

Approve Special Meeting Minutes:

Motion - Pilcher Second – Lichty Ayes - All

Public Comment: None

NEW BUSINESS

RAGBRAI 2026:

Discussion regarding the Oshkosh, WI, event and airplane refueling during the week of July 18, 2026, and RAGBRAI. A discussion regarding RAGBRAL was held regarding camping outside the airport fence. If the committee finds it acceptable and wants to, they are welcome to discuss it further with the City.

Engineer Update:

Brett met with the engineering firm to discuss the project and begin development of specifications for the new SRE equipment. The engineering firm is currently working on those specifications, which will be reviewed once they are completed.

Chairman/City Manager Updates:

There were no updates from the chairman/city manager.

Airport Director Update:

Brett shared that there are more bearings to be replaced on the mower, the south gate needs repair, and the inside corner of the SRE building needs repair.

After Brett's suggestion, the board agreed to release Randy Munoz from the Request for Proposal process, as a final selection has been made.

Revenues and Expenses:

The budget report was reviewed for revenues and expenses to date.

Adjournment:

Meeting adjourned at 5:39 p.m.

Motion – Jones Second – Payne Ayes – All

Submitted by: Brad Lichty, Secretary



City of Independence
Airport Board
MEMORANDUM

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: April 1st, 2026
SUBJECT: Mechanic Contractor RFP – Status Update & Discussion

BACKGROUND:

The Airport recently completed a Request for Proposals (RFP) process for contracted mechanic services. Following review and consideration, the Board approved moving forward with a selected candidate. Currently, the staff is awaiting further communication from the candidate regarding the next steps.

RECOMMENDATION:

Staff recommends that the Board engage in discussion regarding the current status and determine an appropriate direction moving forward.



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: April 1, 2026
ITEM TITLE: Report – (April 1st Airport Report)

Fuel Sales

- **100LL:** 760 gallons
- **Jet A:** 1,031 gallons
- We ordered a load of **Jet A fuel (6,800 gallons)** before prices increased significantly, so we can remain competitive with the pump price.
- We also ordered a load of **100LL fuel (5,800 gallons)** to stay ahead of potential fuel price increases.

Equipment

- Update on big mower repairs: After looking further into the issue, we determined that the upper and lower bearings need to be replaced. We also found that a couple of the shafts on the top side are worn and will need to be replaced as well. The parts have been ordered, and we are currently waiting for them to arrive so we can continue with the repairs.

Miscellaneous

- Repairs to the maintenance building (SRE) have been completed. There is one section that still needs a couple more screws installed and some caulking.

Community outreach

- **Saturday, March 7**, the Independence Airport partnered with the Independence Library for their *One Book Indy* event. The airport hosted an open house for the community to come out, view different airplanes, and tour the facility. This was a great turnout for both organizations. We also asked one of our local businesses, Gibby's, to partner with us by offering tacos for a quick lunch. They generously decided to donate all of the proceeds back to the library. Overall, it was a great event, with approximately 77 people attending.



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: April 1, 2026
SUBJECT: Revenues and Expenses to date – *Information Only*

BACKGROUND:

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

DISCUSSION:

This is for information only; no discussion is necessary.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of promoting and encouraging community involvement and engagement. This item helps achieve that vision by being transparent and sharing the City’s financials.

FINANCIAL CONSIDERATION:

N/A

RECOMMENDATION:

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



City of Independence
Budget Report
 Airport as of 3/24/26

Percent of Fiscal YTD 75 %

2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
001 - GENERAL FUND	\$195,549.00	\$1,989.33	\$123,463.35	63.1%	\$72,085.65
43 - USE OF MONEY & PROPERTY	\$59,578.00	\$449.77	\$33,677.17	56.5%	\$25,900.83
47 - MISCELLANEOUS REVENUE	\$135,971.00	\$1,539.56	\$89,786.18	66.0%	\$46,184.82
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$15.92	0.0%	\$15.92
43 - USE OF MONEY & PROPERTY	\$0.00	\$0.00	\$15.92	0.0%	\$15.92
323 - CAP OUTLAY SAVINGS/LOST	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
44 - INTERGOVERNMENTAL	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
TOTAL REVENUE	\$646,799.00	\$1,989.33	\$123,479.27	19.1%	\$523,319.73

2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001 - GENERAL FUND	\$341,028.00	\$31,654.87	\$178,210.00	52.3%	\$162,818.00
280 - AIRPORT	\$341,028.00	\$31,654.87	\$178,210.00	52.3%	\$162,818.00
60 - SALARIES AND WAGES	\$77,448.00	\$5,846.93	\$56,575.62	73.0%	\$20,872.38
61 - EMPLOYEE BENEFITS & COSTS	\$1,900.00	\$126.94	\$1,224.67	64.5%	\$675.33



City of Independence
Budget Report
 Airport as of 3/24/26

Percent of Fiscal YTD 75 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
62 - STAFF DEVELOPMENT	\$2,500.00	\$0.00	\$1,821.04	72.8%	\$678.96
63 - REPAIR, MAINT & UTILITIES	\$58,500.00	\$6,533.24	\$40,942.92	70.0%	\$17,557.08
64 - CONTRACTUAL SERVICES	\$74,580.00	\$19,104.44	\$34,077.15	45.7%	\$40,502.85
65 - COMMODITIES	\$126,100.00	\$43.32	\$43,568.60	34.6%	\$82,531.40
112 - EMPLOYEE BENEFITS	\$36,128.00	\$1,018.94	\$24,813.09	68.7%	\$11,314.91
280 - AIRPORT	\$36,128.00	\$1,018.94	\$24,813.09	68.7%	\$11,314.91
61 - EMPLOYEE BENEFITS & COSTS	\$36,128.00	\$1,018.94	\$24,813.09	68.7%	\$11,314.91
323 - CAP OUTLAY SAVINGS/LOST	\$475,000.00	\$6,680.00	\$6,680.00	1.4%	\$468,320.00
280 - AIRPORT	\$475,000.00	\$6,680.00	\$6,680.00	1.4%	\$468,320.00
67 - CAPITAL OUTLAY	\$475,000.00	\$6,680.00	\$6,680.00	1.4%	\$468,320.00
TOTAL EXPENSE	\$852,156.00	\$39,353.81	\$209,703.09	24.6%	\$642,452.91

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$145,479.00)	(\$29,665.54)	(\$54,746.65)	56.2%	(\$90,732.35)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$15.92		(\$15.92)
112 - EMPLOYEE BENEFITS	(\$36,128.00)	(\$1,018.94)	(\$24,813.09)	68.7%	(\$11,314.91)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	(\$6,680.00)	(\$6,680.00)	0.7%	(\$17,070.00)
TOTAL (REV LESS EXP)	(\$205,357.00)	(\$37,364.48)	(\$86,223.82)	22.2%	(\$119,133.18)