



AIRPORT BOARD MEETING

Wednesday, June 05, 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. Revenues and Expenses to Date
10. July 5th meeting.

ADJOURNMENT

This agenda is subject to change.



Wednesday, May 1, 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 Payne present.

Absent – Jones (**excused**) Rottinghaus (**unexcused**)

Other attendees: None

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

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

Public comment: none

NEW BUSINESS

Engineer Update – Carl walked the project – a few punch list items still need addressed. We still have retainage. The topsoil is good, painting is done. The project is substantially done, so we can move to close it out. Appears we will be under budget on our projects.

Chairman/City Manager Update – Matt was not in attendance. Dan suggested we begin to think ahead about CIP items.

Airport Manager Update- Brett's report was accepted. He is also keeping an eye on the 100LL pump as it has been losing prime from time to time. The security cameras have had some issues. Brett and Matt are working through them. The readout on the fuel master screen is hard to see when the sun is in the right position, Brett will be looking into this and the best solution to resolve this.

FBO Update – Dylan's report was accepted. Windy, rainy weather has slowed things down a bit. Jackie is getting versed in the Veterans program details. Will be advertising soon.

Craig Schutte Memorial – The Schutte family would like to put a bench memorial at the airport in Craig’s honor. They will need to work with Brett on location, etc. Pilcher agreed this was a good idea and motioned to approve to send to the council. Callahan seconded – all Ayes.

Revenues and expenses to date – Brett went over a couple of the line items, and we discussed what the reasoning was for amending the current budget – nothing serious.

Adjournment time was at 5:31 pm: Motion- Payne Second- Pilcher Ayes- All

Respectfully submitted,
Janet Payne



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Manager

DATE OF MEETING: June 5th, 2024

ITEM TITLE: Report – (June 2024 Airport Report)

Fuel Sales Update

- 100LL –1,125 gal
- Jet A – 1,286 gal.

- Grounds:
 - Mowing in between all the rain.
 - Light bulb replacement on the airfield.

- Equipment:
 - We had to get new blades for the big Land Pride mower.

- Miscellaneous:
 - The DOT came out and did their every 3-year inspection everything went well. In the off years, the City is responsible for doing the inspection on its own and sending it to the state for review.
 - The Police Department, Fire Department, and Building Department all got together and did T-hanger inspections. There were no major problems this year. There was a handful of different items in the main terminal building that the Fire Chief and I discussed and there was an email sent out to P&N with the issues that need to be addressed. Thank you to all of them for their help with the inspections.
 - The City and P&N went to the Independence High School for the Career Fair. This was the second time that we have been invited to Attend this event.

Independence Airport

FBO Manager

Airport Board,

Traffic:

- ✂ We have seen an increase in transit traffic in correlation with the nice weather.

Testing Center:

- ✂ The testing centers available is still Monday through Wednesday,
8AM to 4PM.
- ✂ In the month of May we averaged one I9 appointment a day.
- ✂ There was no scheduled test this month.

Training:

- ✂ We continue to onboard new students on a regular basis.
- ✂ Between intro flights and instruction, we have just over 60 hours flight time in May.
That's 162% increase from last May.
- ✂ Our instructors are being checked out in the Seneca and are test flying before training
starts here in Independence.
- ✂ Trying to bring a Cessna 172 to KIIB fleet.

Maintenance:

- ✂ We are still offering a 15% discount to first-time maintenance customers.
- ✂ We have received P&N and third-party transit traffic from Marion, for maintenance work.

Please Join Us For Our

July 4th

Fly/ Drive In

- ★ **Info on flight lessons, charters, and aircraft rentals**
- ★ **Food available for purchase \$5 /person. PIC eat for free!**



- ★ **Airplane Rides
\$35 /person**
- ★ **Helicopter Rides
\$100 /person**

10am - 1 pm

INDEPENDENCE MUNICIPAL AIRPORT

1684 230TH ST. INDEPENDENCE, IA 50644



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Susi Lampe, laCMC, laCFO – City Clerk/Treasurer
DATE OF MEETING: June 5, 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.

Airport Budget

BUDGET REPORT
CALENDAR 5/2024, FISCAL 11/2024

PCT OF FISCAL YTD 91.6%

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	1,200.00	7,280.00	25.74	21,000.00
001-280-4311	FARM LEASE	16,079.00	.00	16,078.46	100.00	.54
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	8,800.00	71.54	3,500.00
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	21.00	.00	21.00	100.00	.00
001-280-4710	REIMBURSEMENTS	15.00	.00	15.00	100.00	.00
001-280-4715	REFUNDS	580.00	.00	580.00	100.00	.00
001-280-4750	MERCHANDISE SALES	125,000.00	10,626.76	114,567.72	91.65	10,432.28
	AIRPORT TOTAL	182,275.00	12,626.76	147,342.18	80.84	34,932.82
	TOTAL REVENUE	182,275.00	12,626.76	147,342.18	80.84	34,932.82
001-280-6010	SALARIES - FULL-TIME	60,144.00	6,940.80	55,498.00	92.28	4,646.00
001-280-6020	SALARIES - PART-TIME	3,000.00	546.89	2,566.56	85.55	433.44
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	32.54	437.71	33.62	864.29
001-280-6143	ICMA RC - CITY SHARE	1,000.00	115.38	923.04	92.30	76.96
001-280-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	360.00	66.67	180.00
001-280-6230	TRAINING	.00	.00	.00	.00	.00
001-280-6240	MTGS/CONFERENCES/MILES	500.00	200.00	200.00	40.00	300.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	.00	512.62	10.25	4,487.38
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	.00	12,964.31	129.64	2,964.31-
001-280-6331	VEHICLE OPERATIONS	5,000.00	647.45	5,127.63	102.55	127.63-
001-280-6332	VEHICLE REPAIRS	5,000.00	166.05	1,411.03	28.22	3,588.97
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	957.92	13,213.99	66.07	6,786.01
001-280-6372	GARBAGE/RECYCLING	3,000.00	301.72	3,147.96	104.93	147.96-
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	202.02	1,924.87	91.66	175.13
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	26,250.51	112.95	3,009.51-
001-280-6409	JANITORIAL	1,500.00	.00	364.63	24.31	1,135.37
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	1.25	1.25	98.75
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	9.00	339.00	67.80	161.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	1,001.33	10,269.92	82.16	2,230.08
001-280-6503	MERCHANDISE FOR RE-SALE	108,515.00	.00	106,285.57	97.95	2,229.43
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	212.93	927.41	46.37	1,072.59
001-280-6510	SPECIAL & SAFETY EQUIPMENT	250.00	15.98	86.62	34.65	163.38
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	273,692.00	11,395.01	243,075.15	88.81	30,616.85

BUDGET REPORT
CALENDAR 5/2024, FISCAL 11/2024**PCT OF FISCAL YTD 91.6%**

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	273,692.00	11,395.01	243,075.15	88.81	30,616.85
		=====	=====	=====	=====	=====
	GENERAL FUND TOTAL	91,417.00-	1,231.75	95,732.97-	104.72	4,315.97
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	24.40	.00	24.40-
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	AIRPORT TOTAL	.00	.00	24.40	.00	24.40-
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	TOTAL REVENUE	.00	.00	24.40	.00	24.40-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	AIRPORT REPLACEMENT FUND TOTA	.00	.00	24.40	.00	24.40-
		=====	=====	=====	=====	=====
112-280-6110	FICA - CITY/AIRPORT	4,931.00	571.97	4,411.98	89.47	519.02
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	709.92	5,522.61	90.77	561.39
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	1,274.85	14,855.97	80.44	3,613.03
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	18.99	621.77	15.54	3,378.23
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	34,933.00	2,575.73	25,437.09	72.82	9,495.91
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	TOTAL EXPENSES	34,933.00	2,575.73	25,437.09	72.82	9,495.91
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	34,933.00	2,575.73	25,437.09	72.82	9,495.91
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 5/2024, FISCAL 11/2024**PCT OF FISCAL YTD 91.6%**

Item #9.

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 5/2024, FISCAL 11/2024**PCT OF FISCAL YTD 91.6%**

Item #9.

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 5/2024, FISCAL 11/2024

PCT OF FISCAL YTD 91.6%

Item #9.

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	2,444.42	3.15	75,145.58
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	91,590.00	.00	2,444.42	2.67	89,145.58
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	91,590.00	.00	2,444.42	2.67	89,145.58
		=====	=====	=====	=====	=====
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	.00	2,444.42-	2.67	89,145.58-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	AIRPORT TOTAL (REV LESS EXP)	217,940.00-	1,343.98-	123,590.08-	56.71	94,349.92-
		=====	=====	=====	=====	=====



City of Independence
Airport Board
MEMORANDUM

TO: Airport Board
FROM: Brett Soukup Airport Manager
DATE OF MEETING: June 5, 2023
SUBJECT: July 3, 2024, meeting

BACKGROUND:

We need to discuss whether we will have a quorum for this meeting due to the holiday.

RECOMMENDATION:

The board needs to decide whether they want to move this meeting to a different date of the month or if they would just like to cancel this meeting.