



AIRPORT BOARD MEETING

Wednesday, November 05, 2025 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. CIP Review
7. Chairman/City Manager Update
8. Airport Manager Update
9. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.

Independence Airport Board
October 1, 2025

The meeting was called to order by Dan Callahan. Members in attendance were Dan Callahan, Merritt Jones, and Vickie Pilcher. Members not in attendance: Jeff Rottinghaus, Janet Payne. Others in attendance: Brett Soukup, Matt Schmitz.

Upon a motion by Vickie Pilcher, seconded by Merritt Jones, it was agreed to approve the meeting agenda.

Upon a motion by Vickie Pilcher, seconded by Merritt Jones, it was agreed to approve the minutes from the previous meeting.

There were no comments from the public.

Comments from the airport engineer were received by telephone, indicating that CIP funding is pending FAA approval for last year's requests. It is planned to use those funds for new snow removal equipment.

Brett Soukup reported that He had hired Mahkayla Rothman to staff the airport over weekends. He also noted that the fuel farm was in the process of being converted to a web-based system and merging it with the city's software systems. The windsock and electrical issues remain unresolved. Streeter Aviation has moved into the vault building. P & N has completed its exit from the field.

It was requested that we get clarification of city codes relating to the construction of aircraft hangars on the field.

Upon a motion by Vickie Pilcher, seconded by Dan Callahan, the meeting was adjourned at 5:52 PM.



**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM
(CIP)**

Airport Name: Independence Municipal Airport (IIB)
 Prepared By: Bolton & Menk Inc.
 Date Prepared: Draft for FAA Review 10-30-2025

Telephone: _____
 Date Approved: _____

Available Entitlement Funds		\$ 455,315	\$ 600,000	\$ 600,000	\$ 546,750	\$ 150,000	\$ 300,000
Available BIL Funds		\$ 563,000	\$ 111,750	\$ 111,750			
Project Description	Funding Source	FY 2026 (Go Letter)	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Snow Removal Equipment - Tractor, Snow Blower, Loader and Box Blade (go Letter Anticipated Fall 2025)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BIL	\$ 451,250.00	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ 23,750.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 475,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Master Plan/ALP	Federal	\$ -	\$ -	\$ 203,250.00	\$ -	\$ -	\$ -
	BIL	\$ -	\$ -	\$ 111,750.00	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -
Rehabilitate Runway (Joint Sealing, Crack Sealing & Patching) LCD 2007, 2008 Combine with other Rehab Project into a single funded FAA project - Discretionary Funded from FAA	Federal	\$ -	\$ -	\$ -	\$ 360,000.00	\$ -	\$ -
	BIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ 400,000.00	\$ -	\$ -
Rehabilitate Parallel Taxiway (Joint Sealing, Crack Sealing & Patching) LCD 2009 Combine with other Rehab Project into a single funded FAA project - A small portion Discretionary Funded	Federal	\$ -	\$ -	\$ -	\$ 315,000.00	\$ -	\$ -
	BIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -
Rehabilitate Apron Pavement (Joint Sealing, Crack Sealing & Patching) LCD 2007, 2008, 2010 Combine with other Rehab Project into a single funded FAA project	Federal	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -
	BIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ 33,333.00	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ 333,333.00	\$ -	\$ -
Hangar Improvements	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
	BIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000.00
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000.00
	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Available Entitlement Funds		\$ 455,315	\$ 600,000	\$ 396,750	\$ -	\$ 150,000	\$ -
Available BIL Funds		\$ 111,750	\$ 111,750	\$ -			

*Project Estimates will be verified after discussion of priorities and before finalizing the CIP. The estimates utilized in the discussions are placeholders until validated



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: November 5, 2025
ITEM TITLE: Report – (November 5th Airport Report)

Fuel Sales

- **100LL:** 961 gallons
- **Jet A:** 462 gallons

Grounds

- We have done very little mowing due to the lack of rain and the colder weather setting in.

Equipment

- The John Deere tractor has a fuel leak that appears to be coming from the fuel filter.
- The dump truck has a broken mirror caused by a faulty part; replacement parts have been received.

Miscellaneous

- The part-time labor position has been filled.
- We have a new tenant occupying one of the end stalls. This company has begun new operations and typically flies in once or twice a week. They initially planned to park their vehicles out front; however, due to potential snow removal issues, I offered to clear out one of the end stalls for their two vehicles. A lease has been established for this arrangement.
- A larger aircraft has flown in four times this month, dropping off several passengers on a few occasions and smaller groups at other times. The crew has also contacted us in advance a couple of times to request callouts, ensuring staff were available to assist if needed



**City of Independence
Airport Board
MEMORANDUM**

Item #9.

TO: Airport Board
FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: November 5, 2025
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 10/30/2025

Percent of Fiscal YTD 33.3 %

2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
001 - GENERAL FUND	\$194,578.00	\$16,675.14	\$90,662.10	46.6%	\$103,915.90
001-280-4310 - HANGAR RENT	\$28,280.00	\$9,450.00	\$16,125.00	57.0%	\$12,155.00
001-280-4311 - FARM LEASE	\$18,998.00	\$0.00	\$0.00	0.0%	\$18,998.00
001-280-4312 - FIXED BASED OPERATOR...	\$12,300.00	\$0.00	\$3,078.00	25.0%	\$9,222.00
001-280-4710 - REIMBURSEMENTS	\$0.00	\$774.00	\$774.00	0.0%	\$774.00
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$6,451.14	\$70,685.10	52.4%	\$64,314.90
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$6.44	0.0%	\$6.44
018-280-4300 - INTEREST	\$0.00	\$0.00	\$6.44	0.0%	\$6.44
323 - CAP OUTLAY SAVINGS/LOST	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
TOTAL REVENUE	\$645,828.00	\$16,675.14	\$90,668.54	14.0%	\$555,159.46

2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001 - GENERAL FUND	\$334,308.00	\$13,462.68	\$97,003.66	29.0%	\$237,304.34
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$7,437.62	\$22,264.82	34.4%	\$42,463.18
001-280-6020 - SALARIES - PART-TIME	\$4,000.00	\$1,584.24	\$3,829.24	95.7%	\$170.76
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$278.91	\$278.91	13.9%	\$1,721.09
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$115.41	\$346.23	34.6%	\$653.77
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ...	\$600.00	\$50.00	\$200.00	33.3%	\$400.00
001-280-6230 - TRAINING	\$2,100.00	\$0.00	\$0.00	0.0%	\$2,100.00
001-280-6240 - ...	\$400.00	\$0.00	\$0.00	0.0%	\$400.00
001-280-6310 - BUILDING MAINT & REPAIR	\$5,000.00	\$326.46	\$326.46	6.5%	\$4,673.54
001-280-6320 - GROUNDS/RUNWAY ...	\$10,000.00	\$340.72	\$7,335.68	73.4%	\$2,664.32



City of Independence

Budget Report

Airport as of 10/30/2025

Percent of Fiscal YTD 33.3 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$6.13	\$1,736.70	24.8%	\$5,263.30
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$0.00	\$559.08	8.0%	\$6,440.92
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$1,348.64	\$3,958.05	18.8%	\$17,041.95
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$214.25	\$852.90	37.9%	\$1,397.10
001-280-6399 - OTHER ...	\$2,500.00	\$0.00	\$0.00	0.0%	\$2,500.00
001-280-6407 - ENGINEERING	\$5,000.00	\$0.00	\$0.00	0.0%	\$5,000.00
001-280-6408 - PROPERTY & CASUALTY ...	\$54,930.00	\$0.00	\$1,753.00	3.2%	\$53,177.00
001-280-6409 - JANITORIAL	\$1,500.00	\$18.27	\$18.27	1.2%	\$1,481.73
001-280-6412 - MEDICAL EXPENSE - ...	\$50.00	\$0.00	\$0.00	0.0%	\$50.00
001-280-6413 - PAYMENTS TO OTHER ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
001-280-6499 - OTHER CONTRACTUAL ...	\$12,500.00	\$829.09	\$10,738.50	85.9%	\$1,761.50
001-280-6503 - MERCHANDISE FOR RE-...	\$120,000.00	\$0.00	\$39,247.35	32.7%	\$80,752.65
001-280-6506 - OFFICE SUPPLIES	\$2,500.00	\$8.87	\$1,550.87	62.0%	\$949.13
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$904.07	\$1,644.94	54.8%	\$1,355.06
001-280-6510 - SPECIAL & SAFETY ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
112 - EMPLOYEE BENEFITS	\$34,979.00	\$2,137.33	\$9,712.86	27.8%	\$25,266.14
112-280-6110 - FICA - CITY/AIRPORT	\$5,411.00	\$699.52	\$1,969.35	36.4%	\$3,441.65
112-280-6130 - IPERS - CITY/AIRPORT	\$6,677.00	\$0.00	\$2,126.57	31.8%	\$4,550.43
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$0.00	\$0.00	0.0%	\$1,289.00
112-280-6150 - GROUP ...	\$17,602.00	\$1,333.67	\$5,391.84	30.6%	\$12,210.16
112-280-6154 - EMPLOYEE SELF-FUNDI...	\$4,000.00	\$104.14	\$225.10	5.6%	\$3,774.90
323 - CAP OUTLAY SAVINGS/LOST	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
323-280-6727 - AIRPORT-CAP ...	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
TOTAL EXPENSE	\$844,287.00	\$15,600.01	\$106,716.52	12.6%	\$737,570.48



City of Independence

Budget Report

Airport as of 10/30/2025

Percent of Fiscal YTD 33.3 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$139,730.00)	\$3,212.46	(\$6,341.56)	35.5%	(\$133,388.44)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$6.44		(\$6.44)
112 - EMPLOYEE BENEFITS	(\$34,979.00)	(\$2,137.33)	(\$9,712.86)	27.8%	(\$25,266.14)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	\$0.00	\$0.00	0.0%	(\$23,750.00)
TOTAL (REV LESS EXP)	(\$198,459.00)	\$1,075.13	(\$16,047.98)	13.2%	(\$182,411.02)