

#### AIRPORT BOARD MEETING

Wednesday, April 02, 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. Chairman/City Manager Update
- 7. Airport Manager Update
- 8. FBO Update
- 9. Strategic Planning & long-term Marketing
- 10. Revenues and Expenses to Date

#### **ADJOURNMENT**

This agenda is subject to change.

#### Minutes of the Independence airport board March 5, 2025

ROLL CALL: Those present at the meeting were Chair: Dan Callahan, Merritt Jones, Jeff

Rottinghaus, Janet, city manager, Matt Schmittz

Present by Zoom: Cade and Annaabelle from P&N, Vicky

The meeting was called to order at 4:48 by Dan Callahan

Upon a motion by Merritt Jones, second by Jeff Rottinghaus, the minutes of the February meeting were agreed to unanimously.

Upon a motion by Janet, second by Vicky, the agenda for the March 5 meeting was agreed to unanimously.

There were no members of the public present and making comments.

#### **NEW BUSINESS**

There was no update from the engineer

There was no update from the city manager

Airport Manager, Brett, reported that the repairs to runway lighting were completed and the VASI was now operational.

A discussion was held concerning plans for future improvements to the airport operations. Brett asked that board members submit to three suggestions concerning their vision for future airport development. He requested that suggestions be submitted by March 26 so that they could be presented at the nest City Council work session. Brett recommended that T hangar rental rates not be changed. Discussion was held about ways to encourage more flying into Independence Municipal Airport. One option discussed was to increase hangar rent and include a portion of the increase as a credit toward fuel purchase. No action was taken.

FBO update was presented by Cade detailing hours flown, students in training, and testing center use.

Revenues and expenses to date were reviewed and discussed.

There being no further business , upon a motion by Vicky, seconded by Janet the meeting was adjourned at 5:50PM

Item #7.



# CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Director

**DATE OF MEETING:** April 2nd, 2025

ITEM TITLE: Report – (April 2025 Airport Report)

#### **Fuel Sales Update**

o 100LL – 766 gal

Jet A −296 gal.

#### Grounds:

- We are still experiencing issues with the runway circuit. We had Voltmer come out and inspect
  the Volt building, specifically the transformer for the runway circuit. We have determined that
  one of the boards inside needs to be replaced, and this is now on order.
- Equipment:
- o Performing annual maintenance services on equipment.
- We have stored some of the snow removal equipment for the season.
- The big broom that goes on the front of the dump truck to sweep off the main apron in different areas that may have foreign object debris (FOD) on them, we were able to order and replace the bristles for it.
- Miscellaneous:
- We ordered a new LCD screen for the fuel monitor, as we have received a couple of complaints that it's becoming difficult to read. So, when we have a nice day, we will go out and try to get this replaced.
- There seems to be a field tile over on the West side of the airport that is plugged. Rasmussen drainage had been working near the Interstate, focusing on a different plug that crossed through the airport. I had asked them to stop by and take a look at this to see what it would take to get it fixed—more updates to come.



Independence Airport

FBO Manager

Airport Board,

#### Traffic:

- > We had two charter flights this month
- X Chem Air started operations back up.

#### **Testing Center:**

- The testing center has maintained availability, Monday- Friday 8a through 4p this month. Though due to Annabelles' departure from P&N testing will become very limited to one day a week due to CFI student scheduling until a full-time office staff can be found.
- We administered 13 tests in March. 10 of those 13 tests were part 107 drone tests.
- X In March we had 4 people come in for I9 verifications.

#### Training:

- X Kade is our full-time warrior instructor, and Heath performs the accelerated multi courses, while Tim and Malcom are our part-time instructors.
- During the month of March, 44.7 flight hours of instruction were performed out of Independence, along with 31.2 hours of ground training. With more of each scheduled between the submission of this report and the meeting date.
- Another three pilots completed our accelerated multi-engine course this month. Two of the three are from out of state.

#### Maintenance:

- We are still offering a 15% discount to first-time maintenance customers.
- This month our mechanics worked on P&N's, Arrow, and one of our four Cessnas.
- Preformed maintenance on three aircraft for customers and are currently working on assembling a piper Cherokee for another customer.

Item #9.



## City of Independence Airport Board MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Director

DATE OF

MEETING: April 2, 2025

**SUBJECT:** Strategic Planning & long-term Marketing

#### **BACKGROUND:**

Staff asked board members to develop strategic planning ideas for when the city undertakes its strategic planning in April. Staff also asked board members to create long-range marketing and revenue-generating ideas for the airport.

#### **RECOMMENDATION:**

Staff recommends that board members review all ideas and narrow them down to a few key strategic planning ideas and a few key long-range marketing ideas.

#### Strategic planning (CIP) is a 5 to 10-year plan.

The current 5-year Capital Improvement Program (CIP) that has been submitted to the state.

- 1. Airport master plan.
- 2. Rehabilitate runway (Joint ceiling, crack sealing, and patching)
- 3. Rehabilitate taxiway (Joint ceiling, crack sealing, and patching)
- 4. Rehabilitate apron pavement (Joint ceiling, crack sealing, and patching)
- 5. Wildlife study (Iowa DOT funded)

#### Suggested ideas for Strategic planning:

- 1. Vehicle parking lot extension.
- 2. Rotating beacon and tower update, and possibly transformers for runway and Taxiway Circuit.
- 3. Be more drone-friendly by implementing drone detection systems, establishing clear regulations and procedures for drone operations, and fostering communication and collaboration between drone operators and airport authorities, all while ensuring safety and minimizing potential disruptions, also training programs for drone operators.
- 4. Get charging stations for electric and hybrid aircraft.

#### Marketing projects to start thinking about.

- 1. Record, if possible, or get in writing, what people like about our airport. Include pictures. Staff, P and N, Students, and customers. Post a new one every month on our website.
- **2.** Offer a THANK YOU to customers, like a meal voucher, for example.
- **3.** Do some advertising targeted at mid to large companies in the tri-state area, reminding them of our availability and services for them at our airport.
- **4.** Do a customer appreciation event and invite local businesses and community members to encourage networking.
- **5.** Go to trade shows and conferences to network.
- **6.** Combine flights to Indee with hunts, stays in Airbnb or hotels, along with meal packages.
- 7. Same for tours of the Amish area.
- **8.** Fuel truck or cart to facilitate fueling away from the pump, such as on the new apron.
- 9. Combine flights to our area with the 4<sup>th</sup> of July. Fireworks from the air are neat.
- **10.** We need to expand our online presence. Updated websites, social media, etc. We need to do better to advertise the partnerships we have with hotels and restaurants, along with building more partnerships.
- **11.** Combine fly-ins with car shows, etc.
- **12.** Merchandise. Is there a market for hats, t-shirts, koozies, etc.?
- **13.** Vending machines
- **14.** Coordinate leaf-looking tours from the air with other FBOs and airports in the fall. If they started or ended at our airport, that would add to our local economy and sell gas.
- **15.** Airshows and static displays. I don't remember how long it's been since we had an airshow.

- 1. We have the only runway in the northeast quarter of the state capable of handling any light aircraft, excluding towered airports. (Our runway is long enough to operate a 737 out of, but the weight limit isn't high enough ) Ease of access and low-cost structure make us a relatively attractive place to service aircraft. Ultimately, the goal is to create structures that increase the utilization of the airport which in turn will support more support services to pilots. To that end:
  - 1. Seek to attract businesses that serve aircraft. e.g. avionics shop, engine overhaul shop, paint and interior facility.
  - create long term least programs to allow for individuals or groups to build new private hangars at their own cost. Establish marketing campaign to encourage construction of private commercial hangars.
  - 3. Develop an airpark for residential construction on airport property.
  - 4. Create management structures that allow the airport to be operated more like a business rather than as a government service.
- a) create an enterprise zone for the airport and allow governance through an independent board of directors rather than be under the thumb of the city council. This will allow more flexibility in obtaining financing for capital projects, allow more efficient accounting practices, more creativity in creating growth mechanisms, enable businesses to negotiate fuel prices.
- b)Combine airport manager and FBO ownership into one position. At a small airport like ours, they are really two part time jobs. They should be treated as such and combined to create one FTE.
- C) Generate additional revenues with existing assets. e.g., rent all the farm ground possible to increase rent income, rather than rent the ground hire someone to cut and bale hay and market the crop ourselves; rent surplus ramp space for short term storage.
  - d) Develope our apartment space into a hostel for pilots to rent for overnight stays.
  - e) The city should get out of the fuel business and allow the FBO the responsibility.
  - f) Formalize food delivery services from local restaurants for transient pilots.
- 5. Seek grant opportunities to allow for professional consultation on the proper implementation of airport growth plans

After plans for commercial development and operations growth have been formalized:

- 1. Develop a marketing plan to make pilots aware of services available at IIB
- 2. Develop structures to encourage private investment in facilities at IIB
- 3. Create more opportunities for the general public to interact with the airport.

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: April 2, 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 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** Page

PCT OF FISCAL YTD 75.09

CALENDAR 3/2025, FISCAL 9/2025

Item #10. BUDGET MTD YTD PERCENT ESTIMATE ACCOUNT NUMBER ACCOUNT TITLE BALANCE BALANCE EXPENDED UNEXPENDED .00 001-280-4310 HANGAR RENT 28,280.00 6.700.00 23.69 21.580.00 .00 9,499.20 FARM LEASE 18,998.00 18,998.40 001-280-4311 100.00 .40-800.00 001-280-4312 FIXED BASED OPERATOR LEASE 12,300.00 7,200.00 58.54 5,100.00 
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 AIRCRAFT FUEL AGRMT @ 10 CENTS 001-280-4313 001-280-4400 FEDERAL GRANTS 001-280-4440 STATE GRANTS 150.00-001-280-4705 DONATIONS REIMBURSEMENTS 001-280-4710 001-280-4715 REFUNDS MERCHANDISE SALES 001-280-4750 -----189,894.00 14,407.15 119,241.72 62.79 AIRPORT TOTAL 70.652.28 TOTAL REVENUE 189,894.00 14,407.15 119,241.72 62.79 70,652.28 

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 SALARIES - FULL-TIME SALARIES - PART-TIME 001-280-6010 16,772.53 1,662.99 001-280-6020 001-280-6030 HOURLY WAGES - TEMPORARY .00 64.80 73.08 001-280-6040 WAGES - OVERTIME 458.34 ICMA RC - CITY SHARE 269.20 001-280-6143 UNEMPLOYMENT COMPENSATION .48 001-280-6170 UNIFORM ALLOWANCE 34.42 001-280-6181 CELL PHONE ALLOWANCES 001-280-6184 600.00 50.00 450.00 75.00 150.00 30.00 9.00 .00 .00 .00 500.00 .00 001-280-6210 DUES 30.00 30.00-TRAINING 29.23 .00 29.23-001-280-6230 

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 <t MTGS/CONFERENCES/MILES BUILDING MAINT & REPAIR .00 .00 001-280-6240 5,000.00 500.00 001-280-6310 4,062.47 GROUNDS/RUNWAY MAINT & REPAIR 10,000.00 001-280-6320 4,863.74 VEHICLE OPERATIONS 001-280-6331 2,012.77 406.85 001-280-6332 VEHICLE REPAIRS ELECTRIC/GAS UTILITIES 73.42 84.40 10,546.34 001-280-6371 GARBAGE/RECYCLING 001-280-6372 996.77 COMMUNICATIONS (PHONE/INTERNET 341.91 001-280-6373 1.75 .00 4.97 001-280-6399 OTHER MAINTENANCE/REPAIR 1,965.01 ENGINEERING 2,500.00 001-280-6407 PROPERTY & CASUALTY INSURANCE 30,490.00 001-280-6408 923.76 001-280-6409 JANITORIAL 001-280-6412 MEDICAL EXPENSE - DOCTOR 85.48 PAYMENTS TO OTHER AGENCIES 170.00 001-280-6413 001-280-6498 REFUNDS 700.00-OTHER CONTRACTUAL SERV 4,885.24 001-280-6499 MERCHANDISE FOR RE-SALE 120,000.00 36,528.82 001-280-6503 OPERATING SUPPLIES OFFICE SUPPLIES 2,008.96 001-280-6506 001-280-6507 1,218.41 SPECIAL & SAFETY EQUIPMENT 001-280-6510 294.36 001-280-6710 CIP 323 FUND-DO NOT USE/AMEND .00 001-280-6727 CAPITAL EQUIPMENT .00 -----

AIRPORT TOTAL

297,112.00 8,471.87 173,722.38 58.47 123,389.62

#### BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025

T REPORT Page 2

PCT OF FISCAL YTD 75.09 | Item :

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	297,112.00	8,471.87	173,722.38	58.47	123,389.62
	GENERAL FUND TOTAL	107,218.00-	5,935.28	54,480.66-	50.81	52,737.34-
018-280-4300	INTEREST	.00	.00	18.35	.00	18.35-
	AIRPORT TOTAL	.00	.00	18.35	.00	18.35-
	TOTAL REVENUE	.00	.00	18.35	.00	18.35-
018-280-6710 018-280-6727	CAPITAL VEHICLES-AIRPORT REPL CAPITAL EQUIPMENT-AIRPORT REPL	.00 .00	.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	18.35	.00	18.35-
112-280-6110 112-280-6130 112-280-6131 112-280-6142 112-280-6143 112-280-6150 112-280-6154 112-280-6182 112-280-6184	FICA - CITY/AIRPORT IPERS - CITY/AIRPORT WORKERS COMP/AIRPORT PENSION - CITY MANAGER ICMA RC - CITY SHARE GROUP INSURANCE/AIRPORT EMPLOYEE SELF-FUNDING INS/AIR VEHICLE ALLOWANCE CELL PHONE ALLOWANCES	5,069.00 6,256.00 1,289.00 .00 .00 16,739.00 4,000.00 .00 .00	363.18 453.31 .00 .00 .00 1,371.55 41.28 .00 .00	3,514.40 4,009.98 39.76 .00 .00 10,647.48 2,796.68 .00 .00	58.47  ===================================	1,554.60 2,246.02 1,249.24 .00 .00 6,091.52 1,203.32 .00 .00
	TOTAL EXPENSES	33,353.00		21,008.30		 12,344.70
	EMPLOYEE BENEFITS TOTAL		2,229.32	21,008.30	<del>======</del> 62.99	12,344.70

### BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025

Page 3

	CALE	PCT OF FISCAL YTD 75.09				
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-280-4445 318-280-4705	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
	CONTRIBUTIONS-2016 TAXIWY WIDN AIRPORT TOTAL	.00	.00 	.00.	.00	.00
	AIRFORT 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
	AIRPORT RUNWAY EXTENSION TOTA	.00	.00 	.00.	.00	.00  .00
210 200 4400	FEDERAL CRANTS	00	00	22	20	20
318-289-4400 318-289-4440	FEDERAL GRANTS AIRPORT ZONING STATE GRANT	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00
318-289-4466	AIRPORT ZONING LOCAL GRANT	.00	.00	.00	.00	.00

#### DGET REPORT Page 4

BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025

PCT OF FISCAL YTD 75.09

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT Expended	UNEXPENDED
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
318-280-6407 318-280-6411 318-280-6499	ENGINEERING-2016 TAXIWAY WIDEN LEGAL-2016 TAXIWAY WIDENING CONTRACTUAL-2016 TAXIWAY WIDEN	.00 .00 .00	.00 .00 .00	.00 .00 .00	.00 .00 .00	.00 .00 .00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-6407 318-281-6499	AIRPORT AWOS ENG FEES AIRPORT AWOS ACCESS RD PROJECT	.00	.00	.00	.00	.00 .00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-6407 318-282-6499	AIRPORT HANGER EXTENSION ENG F AIRPORT HANGAR EXT PROJECT COS	.00	.00 .00	.00	.00	.00 .00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-6407 318-283-6499	AIRPORT PARALLEL TAXIWAY ENG F AIRPORT PARALLEL TAXIWAY PROJE	.00	.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 318-285-6499	SNOW REMOVAL EQUIPMENT ENG FEE SNOW REMOVAL EQUIP PROJECT COS	.00	.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

GLBUDGRP 07/01/21

### BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025

T REPORT Page 5

PCT OF FISCAL YTD 75.0° Item #10.

		BURGET			DED 65117	Item 1
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD Balance	YTD Balance	PERCENT Expended	UNEXPENDED
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	CAP PROJ - AIRPORT TOTAL	.00	.00	.00	.00	.00
323-280-4400 323-280-4710 323-280-4820	FEDERAL GRANTS REIMBURSEMENTS PROCEEDS FROM DEBT/LOAN	.00 6,281.00 .00	.00 .00 .00	.00 6,281.79 .00		.00 .79- .00
	AIRPORT TOTAL	6,281.00	.00	6,281.79	100.01	.79-
	TOTAL REVENUE	6,281.00	.00	6,281.79	100.01	.79-
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	18,719.00- ===================================	.00	10,004.73-	53.45	8,714.27-
	AIRPORT TOTAL (REV LESS EXP)	159,290.00-	3,705.96	85,475.34-	53.66	73,814.66-