



# AIRPORT BOARD MEETING

Wednesday, October 01, 2025 at 5:00 PM

Airport Terminal Meeting Room - 1684 230th Street

## AGENDA

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### 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. CIP for 5-year planning
9. Revenues and Expenses to Date

### ADJOURNMENT

This agenda is subject to change.

Independence Airport Board  
September 3, 2025

The meeting was called to order by Chair Dan Callahan at 5:00 PM. Those present were Merritt Jones, Dan Callahan, Vickie Pilcher, and Janet Payne. Also present were Kade Korsi, representing P&N, City Manager Matt Schmitz, and Airport Manager Brett Soukup. Jeff Rottinghaus arrived at 5:06.

Upon a motion to approve the agenda by Merritt Jones, seconded by Vicki Pilcher, It was unanimously agreed to accept the agenda.

Upon a motion by Vicki Pilcher, seconded by Dan Callahan, it was unanimously agreed to approve the minutes of the previous meeting.

There was no public comment presented.

There was no report from the Engineer or the city manager.

Language for RFPs for Flight School, and Mechanic proposals were reviewed, and amendments were suggested.

Upon a motion by Vicki Pilcher, seconded by Janet Payne, it was unanimously agreed to accept the language for RFPs as amended.

Airport manager Brett Soukup reported that the airport had accepted a student from Independence High School as an intern. He reminded the board that CIP discussions would be conducted at the November meeting. He is also in the process of hiring a receptionist.

Kade Korsi, representing P&N, reported that he is making preparations for P&N's departure from the airport at the end of September.

Merritt Jones reported to the board that he had completed incorporation papers for a flying club at Independence. Bylaws were being researched, and member recruitment would begin as soon as organizational details were finalized.

At 6:02, Vicki Pilcher made a motion to adjourn, seconded by Janet Payne. The motion was agreed to unanimously.

Submitted by:

Merritt Jones



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

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**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

**DATE OF MEETING:** October 1, 2025

**ITEM TITLE:** Report – (October 1st Airport Report)

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### Fuel Sales

- **100LL:** 542 gallons
- **Jet A:** 648 gallons

### Grounds

- Continued issues with the south windsock; transformer replacement did not resolve the problem. We will need to contact Voltmer for further inspection.
- Mowing continues as weather permits.

### Equipment

- All equipment is operating normally currently.

### Miscellaneous

- A part-time office assistant has been hired.
- Applications for the part-time laborer position will be reviewed in the coming week.
- We currently have an Independence High School student with us for a 25-hour job shadow internship.
- Received a generous donation from Lynch Dallas consisting of two conference tables and several cubicles. This was greatly appreciated. Staff from the Street Shop and Parks Department assisted with pickup and delivery.



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

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**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

**DATE OF MEETING:** October 1, 2025

**SUBJECT:** CIP for 5-year planning

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### DISCUSSION:

#### Background

The Federal Aviation Administration (FAA) has provided a tentative projection for Airport Improvement Program (AIP) and Infrastructure Investment and Jobs Act (IIJA) funding for Independence Municipal Airport. This projection is based on current information, anticipated funding levels, and shared priorities. While informative, this plan is not a guarantee of project funding, especially for items beyond FY2026.

#### Key Points

- **Expiring Funds:**
  - FY2026 includes both expiring entitlement funds and the final year of IIJA funding.
  - IIJA program concludes after FY2026, but funds allocated in that year may be used for up to four years.
- **Funding Split Assumptions:**
  - FY2026 projects: 95% federal / 5% local match.
  - FY2027 projects: 90% federal / 10% local match.
- **Available Entitlements:**
  - Estimates depend on the passage of the FY2026 appropriation bill.
  - Discretionary funds are not included in the projections.
- **Planning Considerations:**
  - IIJA funds are included in some projects to ensure viability.
  - If the City chooses not to apply IIJA funds as shown, an updated Capital Improvement Plan (CIP) will be required.
  - Projects should be aligned with expiring entitlements to avoid potential loss of funding

#### Discussion

The FY2026 funding year is significant because it marks the expiration of current entitlement funds and the conclusion of IIJA allocations. Our tentative project schedule should account for these timelines to ensure no funds are forfeited.

In addition to reviewing the FAA's proposed plan, it is important that we discuss **potential projects not currently reflected in the CIP**. Bringing these forward now will help determine whether they can be incorporated into future funding years and ensure they are positioned for consideration should additional or discretionary funds become available.

**RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

## Proposed Airport Capital Plan

Estimated Available Entitlement Summary				
2023 <sup>1</sup>	2024	2025	2026 <sup>2</sup>	Total
AIP \$5,315	\$150,000	\$150,000	\$150,000	\$455,315
IIJA <sup>3</sup> \$145,000	\$144,000	\$137,000	\$137,000	\$563,000

You have funds that expire on September 30, 2026

You have funds that expire on September 30, 2026

<sup>1</sup> FFY 2023 AIP Entitlement will expire in FFY 2026<sup>2</sup> FFY 2026 AIP Nonprimary Entitlement unknown pending legislation - \$150,000 is assumed for planning<sup>3</sup> IIJA Allotment is recalculated each fiscal year (previous FY's amount assumed for planning)

City	Site	LOC	Project Description	Runway	Planned FFY	Federal Share for Project Phase (Typically 90% of Eligible Cost)	Estimated Total Project Cost	NPR	Project Phase	Project Remarks	Details
Independence	James H Connell Field at Independence Municipal	IIB	Acquire Snow Removal Equipment		2026	\$ 451,250	\$ 475,000	75		Acquire snow removal equipment (tractor with blower loader and box blade attachments).	Acquire SRE using IIJA [23/24/25/26]
Independence	James H Connell Field at Independence Municipal	IIB	Update Airport Master Plan		2026	\$ 300,000	\$ 333,333	71		Last master plan conducted in 2013. This will update the master plan and ALP drawing set.	BIL AIG Portion
<b>Future Projects</b>											
			Reseal/Resurface Runway	18/36	O	\$ 287,829	\$ 302,978	79		Crack repair and joint fill and seal (5500x100 PCI ~95)	
			Install Instrument Approach Aid	18/36	O	\$ 812,250	\$ 855,000	76		Install MALS. Per FAA Order 5100.38D Table K-3 f. MALS installations must pass a Benefit Cost Analysis to be considered for AIP funding	
			Reseal/Resurface Taxiway		O	\$ 211,111	\$ 222,222	74		Crack repair and joint fill and seal (6000x35 PCI ~92)	
			Construct Perimeter Fencing		O	\$ 1,109,790	\$ 1,168,200	71		Wildlife fence. Requires recommendation from a Wildlife Hazard Assessment/Mitigation Plan. Current AIP generally limits participation for perimeter fencing to available NPE funds for NEW 5 strand barbed wire or 5' woven-wire fences with manual gates per FAA Order 5100.38D Table L-2 r.	
			Expand Apron		O	\$ 232,750	\$ 245,000	61		East apron fill-in area [STATE/LOCAL FUNDS] *** NEEDS TO BE ON APPROVED ALP ***.	
			Construct Taxilane		O	\$ 190,000	\$ 200,000	59		Construct taxilane in the south corporate hangar area. Must serve existing or under construction hangar to be justified	
			Construct Airport Drainage/Erosion Control		O	\$ 161,500	\$ 170,000	41		Hangar area utilities [STATE/LOCAL FUNDS].	
			Expand/Extend Terminal Access Road		O	\$ 380,000	\$ 400,000	38		Reconstruct airport driveway. Per FAA Order 5100.38D Table P-3 a.(6). & Table C-2 (2). any section of the roadway which does not serve airport traffic exclusively is ineligible	
			Construct/Expand Fuel Farm		O	\$ 29,450	\$ 31,000	26		Install card reader on existing fuel farm. Per FAA Order 5100.38D Table D-1 c. fuel farm projects may be eligible at nonprimary airports using entitlements. The sponsor must make adequate provisions for financing higher priority airfield projects that are currently required before this revenue-producing work. [BIL FUNDS?].	
			Construct/Expand Hangar		O	\$ 665,000	\$ 700,000	24		6 bay t-hangar. Per FAA Order 5100.38D Table O-3 f. hangar projects may be eligible at nonprimary airports using entitlements. The sponsor must make adequate provisions for financing higher priority airfield projects that are currently required before this revenue-producing work	
			Construct/Expand Hangar		O	\$ 760,000	\$ 800,000	24		Construct conventional hangar (100x100). Per FAA Order 5100.38D Table O-3 f. hangar projects may be eligible at nonprimary airports using entitlements. The sponsor must make adequate provisions for financing higher priority airfield projects that are currently required before this revenue-producing work	
			Construct/Expand Hangar		O	\$ 1,045,000	\$ 1,100,000	24		6 unit T-hangar. Per FAA Order 5100.38D Table O-3 f. hangar projects may be eligible at nonprimary airports using entitlements. The sponsor must make adequate provisions for financing higher priority airfield projects that are currently required before this revenue-producing work	

Other projects may be on file but may not be anticipated to have funding available in the short term planning period

**City of Independence - Strategic Planning Project Information Sheet**

Please complete one sheet for each proposed project.

**Project Title:** Hangar Expansion

**Department:** Airport

**Contact Person:** Brett Soukup

**1. Estimated Total Cost:** \$2,000.00

(Please provide your best estimate. Formal quotes are not required at this stage.)

**2. Project Timeline:** 1–5 years

(What is the estimated start and completion date? **6 months**

Can this project be phased?) **No**

**3. Project Description:**

This project would expand the current vault building by 40' x 60' and include the addition of restrooms. The goal is to provide adequate space for potential mechanic services and accommodate larger aircraft without needing to relocate operations back to the terminal building. The expansion would better meet tenant needs, improve functionality with on-site restrooms, and support continued leasing to larger aircraft.

**4. Project Justification / Community Benefit:**

Currently, space for mechanics and larger aircraft is limited. This expansion would allow mechanics more room to maneuver aircraft and work on multiple planes simultaneously. By creating a more functional and efficient facility, the airport could attract additional aircraft for maintenance, support aviation businesses, and bring more activity to Independence.

**5. Key Dependencies or Potential Roadblocks:**

The primary challenge is securing funding, as entitlement funds cannot be used for this project. It would rely solely on local government funding sources. However, costs could be gradually recouped through rental income as an ongoing revenue source.

## City of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** Construct Large Hangar (100' x 100')

**Department:** Airport

**Contact Person:** Brett Soukup

**1. Estimated Total Cost:** \$1,572,400.00

(Please provide your best estimate. Formal quotes are not required at this stage.)

**2. Project Timeline:** 1 to 10 years

(What is the estimated start and completion date? One year.

Can this project be phased?) **No**

### **3. Project Description:**

This project would create additional hangar space to accommodate larger aircraft at the Independence Municipal Airport. The primary goal is to expand capacity, attract larger aircraft, and support continued growth in airport operations.

### **4. Project Justification / Community Benefit:**

The airport is currently at capacity, with limited space for additional or larger aircraft. There has been strong interest in housing larger aircraft at this facility, and this project would address that demand. Increased hangar capacity would not only support based aircraft but also benefit transient traffic, drawing more visitors and activity to Independence. Greater aircraft use, including potential commercial operations, would enhance economic activity, support local businesses, and align with the city's goals of growth and community development.

### **5. Key Dependencies or Potential Roadblocks:**

This is a significant financial investment. Available funding sources are limited to discretionary funds, which may require saving multiple years of allocations. Federal and state funding availability will also heavily influence the feasibility and timing of the project.





City of Independence  
Airport Board  
MEMORANDUM

Item #9.

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**TO:** Airport Board  
**FROM:** Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF MEETING:** October 1, 2025  
**SUBJECT:** Revenues and Expenses to date – *Information Only*

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**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 9/24/2025

Percent of Fiscal YTD 25 %

2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
<b>001 - GENERAL FUND</b>	<b>\$194,578.00</b>	<b>\$33,963.52</b>	<b>\$69,093.42</b>	<b>35.5%</b>	<b>\$125,484.58</b>
001-280-4310 - HANGAR RENT	\$28,280.00	\$0.00	\$6,000.00	21.2%	\$22,280.00
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	\$800.00	\$3,078.00	25.0%	\$9,222.00
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$33,163.52	\$60,015.42	44.5%	\$74,984.58
<b>018 - AIRPORT REPLACEMENT FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4.34</b>	<b>0.0%</b>	<b>\$4.34</b>
018-280-4300 - INTEREST	\$0.00	\$0.00	\$4.34	0.0%	\$4.34
<b>323 - CAP OUTLAY SAVINGS/LOST</b>	<b>\$451,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$451,250.00</b>
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
<b>TOTAL REVENUE</b>	<b>\$645,828.00</b>	<b>\$33,963.52</b>	<b>\$69,097.76</b>	<b>10.7%</b>	<b>\$576,730.24</b>

2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
<b>001 - GENERAL FUND</b>	<b>\$334,308.00</b>	<b>\$21,435.85</b>	<b>\$83,540.98</b>	<b>25.0%</b>	<b>\$250,767.02</b>
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$4,958.40	\$14,827.20	22.9%	\$49,900.80
001-280-6020 - SALARIES - PART-TIME	\$4,000.00	\$725.22	\$2,245.00	56.1%	\$1,755.00
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$0.00	\$0.00	0.0%	\$2,000.00
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$76.94	\$230.82	23.1%	\$769.18
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$43.96	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ...	\$600.00	\$50.00	\$150.00	25.0%	\$450.00
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	\$0.00	\$0.00	0.0%	\$5,000.00
001-280-6320 - GROUNDS/RUNWAY ...	\$10,000.00	\$4,963.21	\$6,994.96	69.9%	\$3,005.04
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$407.79	\$1,730.57	24.7%	\$5,269.43



City of Independence  
**Budget Report**  
 Airport as of 9/24/2025

Percent of Fiscal YTD 25 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$454.38	\$559.08	8.0%	\$6,440.92
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$708.50	\$2,609.41	12.4%	\$18,390.59
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$212.08	\$638.65	28.4%	\$1,611.35
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	\$1,753.00	\$1,753.00	3.2%	\$53,177.00
001-280-6409 - JANITORIAL	\$1,500.00	\$0.00	\$0.00	0.0%	\$1,500.00
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	\$6,347.36	\$9,909.41	79.3%	\$2,590.59
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	\$715.01	\$1,542.00	61.7%	\$958.00
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$20.00	\$740.87	24.7%	\$2,259.13
001-280-6510 - SPECIAL & SAFETY ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
<b>112 - EMPLOYEE BENEFITS</b>	<b>\$34,979.00</b>	<b>\$2,212.59</b>	<b>\$6,864.52</b>	<b>19.6%</b>	<b>\$28,114.48</b>
112-280-6110 - FICA - CITY/AIRPORT	\$5,411.00	\$422.74	\$1,269.83	23.5%	\$4,141.17
112-280-6130 - IPERS - CITY/AIRPORT	\$6,677.00	\$518.73	\$1,590.03	23.8%	\$5,086.97
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	\$1,187.13	\$3,892.69	22.1%	\$13,709.31
112-280-6154 - EMPLOYEE SELF-FUNDI...	\$4,000.00	\$83.99	\$111.97	2.8%	\$3,888.03
<b>323 - CAP OUTLAY SAVINGS/LOST</b>	<b>\$475,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$475,000.00</b>
323-280-6727 - AIRPORT-CAP ...	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
<b>TOTAL EXPENSE</b>	<b>\$844,287.00</b>	<b>\$23,648.44</b>	<b>\$90,405.50</b>	<b>10.7%</b>	<b>\$753,881.50</b>

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
<b>001 - GENERAL FUND</b>	(\$139,730.00)	\$12,527.67	(\$14,447.56)	28.9%	(\$125,282.44)



City of Independence  
**Budget Report**  
 Airport as of 9/24/2025

Percent of Fiscal YTD 25 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$4.34		(\$4.34)
112 - EMPLOYEE BENEFITS	(\$34,979.00)	(\$2,212.59)	(\$6,864.52)	19.6%	(\$28,114.48)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	\$0.00	\$0.00	0.0%	(\$23,750.00)
<b>TOTAL (REV LESS EXP)</b>	<b>(\$198,459.00)</b>	<b>\$10,315.08</b>	<b>(\$21,307.74)</b>	<b>10.7%</b>	<b>(\$177,151.26)</b>