



AIRPORT BOARD MEETING

Wednesday, February 07, 2024 at 5:00 PM

Council Chambers - 331 First Street East

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. Election of officers
6. Engineer Update
7. Chairman/City Manager Update
8. Airport Manager Update
9. FBO Update
10. FBO Lease
11. Rules and Regulations Review
12. Revenues and Expenses to Date
13. 2023 Aviation Fuel Summary

ADJOURNMENT

This agenda is subject to change.

Wednesday, December 6, 2023, Airport Board Minutes

The meeting was called to order at 4:58 pm by Chairperson Callahan, with Callahan, Maximovich, Pilcher, Rottinghaus and Payne present.

Maximovich motioned, Rottinghaus second to approve the agenda. All ayes.

Motion Pilcher, second Callahan to approve the minutes of the Nov 1, 2023 meeting

Public Comment – No one

Under NEW BUSINESS:

Engineer Update - Carl from Bolton and Menk was present to update the airport board. Paperwork was already sent in to the FAA for future projects. Deadline is Dec 21 if we want to make any changes. Work is almost done on the apron. They will come back in the spring and paint. If the weather is good, they will do the fence next week. The electrical is also on track for spring.

CIP – Carl went over that above. A motion by Pilcher, second by Payne to approve the CIP to go to the council.

Chairman/City Manager – Matt was not in attendance. Dan expressed his appreciation to Tom Maximovich and announced Tom did not seek to be re-appointed to the board as his term is ending Dec 31, 2023. He felt he had been on long enough and it was time to let some new blood on the board. Everyone thanked Tom for his service and knowledge over the years.

Under Airport Manager – Brett presented his report and it was accepted. He will be meeting with the council in the next few months with the budget. Jeff suggested that down the road, the airport look into a fuel truck or trailer as 200gals of fuel goes rather quickly and the downtime is pretty lengthy. Leases are due in Sept. Need to start looking at that in 2024. Rules and Regulations need to go to Matt and then to City Attorney to review.

Fixed Based Operator Discussion. – Annabelle gave her report. Things are slowing down due to the holidays. November Fly-In was well attended.

Expenses and revenues - no questions for the past month. Budget is in good shape currently.

Discussion was held regarding a January meeting – motion by Payne, second by Rottinghaus to forgo the January 2024 meeting and meet at the regularly scheduled meeting in February.

The meeting was adjourned at 5:18 pm with Payne making the motion, second by Maximovich. All ayes.

Respectfully submitted,

Janet Payne



City of Independence
Airport Board
MEMORANDUM

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: February 7, 2024
SUBJECT: Election of officers

BACKGROUND:

The election of officers needs to happen every year. This is the first meeting for 2024 and there is a new board member.

RECOMMENDATION:

There needs to be a vote to elect new officers for Chairperson, Vice Chairperson, and Secretary.



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board

FROM: Brett Soukup, Airport Director

DATE OF MEETING: February 7th, 2024

ITEM TITLE: Report – (February 2024 Airport Report)

Fuel Sales Update

- 100LL –192 gal.
- Jet A –202 gal.

- Grounds:
 - We have had a lot of snow to move along with lots of wind. Multiple days were spent blowing everything back away from the lights and getting all the piles blown down flat. Darwin has been a big help with moving snow.
 - PPIMIC came out to do their yearly inspection. There were no concerns or violations this year.

- Equipment:
 - Changed the oil in the 2500 ram truck and did a basic lookover of everything.
 - I did some seal repairs on the blower trying to fix some of the hydraulic leaks. There are a lot of moving parts. The tractor had a check engine light come on this had something to do with the hydraulic bypass valve. The most logical thing I could come up with was to change the hydraulic filters to start with. This seems to have fixed the problem this far.
 - I have purchased all the filters for the big tractor and the lawnmower for the routine services that will take place when things slow down a little.

- Miscellaneous:
 - There have been a fair number of problems with the downstairs furnace. I had Precision plumbing and heating come out a couple of times to look at it. They are not sure what the problem is other than the fresh air may have been plugged due to the cold weather. There were two days it got down to 45 degrees in the main lobby area. The upstairs Furnace was able to keep everything upstairs somewhat warm.
 - We have been working on the budget and the CIP for next year.
 - I have been working on fuel safety, and ramp safety training for Avfuel that must be done yearly and the yearly training for the city that is required for us to do.
 - I have been working with Matt and Doug to get the final draft of the rules and regulations done so the board can give their final approval.

Independence Airport

FBO Manager

Airport Board,

Traffic:

- ✘ Transit traffic has been quiet as expected with winter weather.

Testing Center:

- ✘ Spike in I9 verifications this month.
- ✘ There was an increase in testing after the holidays, as expected.

Training:

- ✘ Dylan Morris will be taking over as FBO manager and full time instructor.
- ✘ Welcomed a Piper Seneca II to our fleet. Multi Engine training starts in February here in Independence.
- ✘ Dylan has given a couple intro flights and started flight training with a couple new students.

Maintenance:

- ✘ We are still offering a 15% discount to first-time maintenance customers.
- ✘ The past couple months our mechanics have been busy preparing the Seneca to come to Independence and now for flight training.
- ✘ An annual inspection was just completed for someone on the field. Another is about to begin.



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: February 7, 2024
ITEM TITLE: FBO Lease

DISCUSSION:

FBO Lease renewal. This is coming up for renewal in September, the board needs to decide on whether they would like to go out for bids on this and how they would like to proceed.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting.

FIXED-BASED OPERATOR'S LEASE *AN* *Auth.*

THIS AGREEMENT made and entered into this ~~11th~~ ^{1st} day of ~~September~~ ^{October}, 2018, between the City of Independence, Iowa, an Iowa municipal corporation ("City"), and P&N Corporation D/B/A P&N Flight and Charter, an Iowa corporation ("Lessee"), for and in consideration of the mutual covenants and agreements contained herein, agree as follows:

WHEREAS, the City owns and operates the Independence Municipal Airport, and the City is willing and desires to lease to Lessee certain premises located on said airport property hereinafter described upon the terms and conditions stated hereinafter; and

WHEREAS, said leased premises will be utilized for aviation oriented activities; including but not limited to the operation of a flight training service, aircraft maintenance and repair, aircraft sale and rental, air frame and major power service, aircraft charter, aircraft agricultural operations, aerial photography and sale of aircraft parts, fuel, lubricants and transient aircraft storage; and

WHEREAS, City has determined that it is necessary for the health, safety, welfare and well-being of the citizens of Independence, Iowa, that the aforementioned aeronautical operations be provided by an economically viable fixed based operator; and

WHEREAS, lessee desires to promote aviation in Independence and the region;

THEREFORE, in consideration of the mutual covenants hereinafter contained and the mutual benefits to be derived therefrom, the City and the Lessee agree as follows:

1. The City does hereby lease to Lessee the following property (hereinafter referred to collectively as the "Premises") for the term of this Lease:
 - A. The terminal hangar;
 - B. The equipment room and classroom located in the terminal building provided, however, the Lessee agrees to permit the general public access to the public areas of said building at reasonable times;
 - C. Three (3) T- hangar stalls, and
 - D. Such shared space in the reception office as the City may designate from time-to-time.

2. The term of this Lease shall be for a period of three (3) years, commencing on the 11th day of September 2018 and concluding the 30th day of September 2021. This Lease shall automatically renew for five additional one (1) year periods at the end of each term unless terminated. This Lease shall

be terminable by either party for any reason or for no reason at all upon the provision of ninety (90) days' written notice to the other party.

3. Lessee shall receive all income from fixed maintenance and repair performed by Lessee; airframe and aircraft charter performed by Lessee; aircraft agricultural operations performed by Lessee; aerial photography performed by Lessee; the sale of aircraft parts, fuel, and lubricants by Lessee; flight training performed by Lessee, and concession sales at the airport performed by Lessee.
4. In consideration for leasing the Premises and providing the services specified in this Lease, Lessee agrees to pay \$750/month in addition to perform in-kind services including but not limited to providing staffing coverage of the airport for eight (8) hours/day on weekends and when the airport manager is not available. The first month's rent will be pro-rated for the number of days the agreement is in effect based on a daily rate of \$24.65.
5. City and P&N will split fuel sales profits 60% City, 40% P&N. P&N will be provided fuel for their operations at cost. Fuel pricing will be set by Airport Manager in consultation with FBO subject to parameters established by the Airport Board.
6. Lessee agrees to pay all utility costs for the terminal hangar and equipment room.
7. Lessee agrees that no signs or advertising material shall be placed or erected upon the Premises without prior written consent of the City Manager.
8. Any permanent improvements installed by Lessee at its expense, and without the approval of the City Manager shall become the property of the City and may, at the direction of the City Manager, be removed from the Premises at the Lessee's expense.
9. The City reserves the right to enter the Premises at any reasonable time for any reasonable purpose, including but not limited to making any inspections it may deem necessary.
10. Nothing contained in this Lease shall be construed to grant or authorize the granting of an exclusive right prohibited by Section 308 of the Federal Aviation Act of 1958, as amended.
11. The parties to this Agreement agree, acknowledge, and understand Lessee shall at all times constitute, and conduct itself as an Independent Contractor for purposes of this Agreement and this Agreement shall not be interpreted to create an employer-employee relationship between the City and Lessee.

12. Lessee hereby covenants and agrees to defend and hold the City free and harmless from loss from each and every claim and demand of whatever nature made by or on behalf of any person or persons for any act or omission arising out of Lessee's use of the Premises, or use of the Premises by its agents, servants, invitees, and/or employees, and for such purposes Lessee agrees to carry liability insurance naming the City and its officers and employees as additional insureds. Such insurance to have at least the following limits:

\$1,000,000.00 Per Person or Organization personal injury and Advertising Injury
 \$2,000,000.00 Each Occurrence Bodily injury and Property Damage;
 \$2,000,000.00 General Aggregate that applies on a per project basis;
 \$2,000,000.00 for Products/Completed Aggregate

Lessee further agrees to file a certificate of insurance with the City evidencing that such insurance has been furnished upon the execution of this Agreement and to further provide periodic renewal certificates thereafter. Such insurance shall not be canceled or altered without at least ten (10) days' written notice to the City.

13. Lessee agrees that the City has the right to adopt and enforce reasonable, industry-standard rules and regulations pertaining to the operation of the Independence Municipal Airport and that Lessee and its agents, employees and servants will observe and comply with all reasonable rules and regulations as may be promulgated by the City, the United States of America or any department or agency thereof, and the State of Iowa.
14. Lessee agrees to furnish service on a fair, equal, and not unjustly discriminatory basis to all users of the Independence Municipal Airport, and to charge fair, reasonable and not unjustly discriminatory prices for each unit or service; PROVIDED Lessee may make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
15. Lessee, for itself, its personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree that: (1) no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the use of said facilities, on the grounds of race, color, age, religion, gender, gender identity, sexual orientation, national origin, or any other protected class recognized by the United States of America and/or the State of Iowa; (2) that in the construction or improvements on, over, or under the Premises and the furnishing of services thereon, no person shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination on the aforementioned grounds, (3) that the Lessee shall use the Premises in compliance with all other requirements imposed by or pursuant to 49 CFR



Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, as such Regulations may be amended.

16. Lessee, for itself, representatives, agents, employees, successors in interest, and assigns, as a part of the consideration for this Agreement, does hereby covenant and agree that in the event facilities are constructed, maintained or otherwise operated on the Premises for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, Lessee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFT Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation, as such Regulations may be amended.
17. The City reserves the right to further develop or improve the landing area and all publicly owned air navigation facilities of the airport as it deems fit, regardless of the desires or views of Lessee, and without interference or hindrance on the part of Lessee.
18. The City covenants and agrees the present airport facility, together with the equipment thereon, shall constitute the minimum standard below which the City shall not permit said facility and equipment to deteriorate. This Lease shall not be construed to prevent the City from deactivating any future development or installation to the extent that such action can be accomplished without impairing the present facility and to the extent said deactivation can be accomplished in compliance with reasonable safety precautions and all pertinent laws, rules and regulations of the United States of America, the State of Iowa, and/or their respective agencies.
19. The City covenants and agrees to repair any malfunctioning safety equipment owned by the City located at the airport facility within forty- eight (48) hours after being notified in writing of the malfunction. In the event the malfunction is of such a nature or magnitude that repairs cannot be reasonably completed within forty-eight (48) hours, the City covenants and agrees that such repairs shall be contracted for within the forty-eight (48) hour period to the extent permitted by law.
20. The City shall have the right to enter into an agreement with the United States Government for military or naval use of part or all of the landing area, publicly owned air navigation facilities, and/or other areas or facilities at the airport during time of war or national emergency. If any such agreement is executed, the provisions of this Lease shall be suspended to the extent they are inconsistent with the provisions of the agreement with the United States Government.

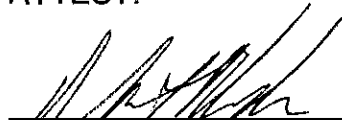
- 21. This Agreement shall be subordinate to the provisions of any outstanding agreement between the City and the United States relative to the maintenance, operation, or development of the Independence Municipal Airport.
- 22. The City agrees to maintain in serviceable and operable condition the fuel pump located at the airport facility.
- 23. The Lessee may not assign or transfer this Lease, or any interest herein, or sublet the Premises, or any portion thereof, without the prior written consent of the City, and any attempt at assignment, transfer, or subletting shall be void and at the City's option be deemed sufficient grounds for termination of the Lease.

IN WITNESS WHEREOF, the parties hereto execute this Agreement at Independence, Iowa, on this 11th day of September 2018.

CITY OF INDEPENDENCE, IOWA


By: Bonita Davis, Mayor

ATTEST:


Albert W. Roder, City Manager

LESSEE
P&N Flight and Charter


By: Cole Norton President



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: February 7th, 2024
ITEM TITLE: Rules and Regulations Review

BACKGROUND:

The airport board has been discussing and reviewing the rules and regulations in the previous meetings.

RECOMMENDATION:

Staff recommends a discussion of this and then a motion to have this sent to the Council for final approval.

Airport Rules and Regulations
James H. Connell Field
at
Independence Municipal Airport

DEFINITIONS

All words and phrases used in this chapter shall have the following meaning unless its context requires otherwise. All definitions contained within the Federal Aviation Act of 1958 (FAA Act) and all amendments thereto are incorporated herein. All definitions shall be interpreted consistently with the Federal Aviation Act and amendments thereto.

"Aircraft" means a device that is used or intended to be used for flight in the air, including helicopters and ultralight vehicles.

"Airport" means all the areas comprising the Independence Municipal Airport, as now existing or as the same may hereafter be expanded and developed and shall include all of its facilities.

"Airport Board or Board" means the duly appointed five-member Airport advisory Board of the City.

"Airport Manager or Manager" means the Airport Manager of Independence Municipal Airport or his/her designee.

"Commercial activity" means the conduct of any aspect of a business or concession on the Airport for revenue.

"City" means the City of Independence, IA.

"City Manager" means the City Manager of the City of Independence, IA or his/her designee.

"Council" means the City council.

"Field Area" means that area used for aircraft taxiing, run-up, takeoff, landing, tie-downs, loading, and unloading of passengers and baggage. The field area shall include all areas used by vehicles or pedestrians to gain access to any of the above and shall include all additional areas designated by the Manager as a field area.

"General Fixed Base Operator" means a person, firm, or corporation subject to the provisions of a lease and nonexclusive license engaging in some but not necessarily all of the following: the sales, service, renting, or leasing of new or used aircraft, parts, aircraft accessories, and hardware, custom repair, overhauling, and modification of general aviation aircraft and/or aircraft equipment, including the conduct of charter flight service, aerial photography, and flight schools.

"Mayor" means the Mayor of the City of Independence, IA.

"Operator" means the person, firm, or corporation in possession of an aircraft or vehicle or any person who has rented such for the purpose of operation by him/herself or an agent.

"Owner" means a person who holds the legal title of an aircraft or a vehicle unless the aircraft or vehicle is subject to a conditional sale or lease where immediate rights of possession have vested in the conditional vendee or lessee.

"Public area" means all other Airport areas not field areas, except those areas located within the footprint of any owned or leased hangar, and those areas designated by the Manager as nonpublic areas. The indoor public area consists of: downstairs lobby, downstairs refreshment area, downstairs bathrooms, upstairs lounge, upstairs bathroom, and upstairs kitchen area. For outdoor public areas, please refer to the map.

"Park" or "Parking" means the standing of an aircraft or vehicle whether occupied or not.

"Pedestrian" means any person on foot.

"Permission" or "Permit" means permission granted by the Airport Manager, Airport Board, or City unless otherwise specifically provided herein.

"Special Fixed Base Operator" means a person, firm, or corporation subject to the provisions of a lease and nonexclusive license engaging in some but not all of the activities of a General Fixed Base Operator.

"TSA" means the Transportation Security Administration which is an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

"Vehicle" means a device in, upon, or by which a person or property is or may be propelled, moved, or drawn upon a highway except a device moved by human power.

"FAA" Federal Aviation Administration: the division of the Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air navigation and traffic-control facilities.

OPERATING POLICY

As the operator and proprietor of the Airport, on behalf of the citizens of the City, it is the intent of the Airport Board and the City council:

- A. To operate the Airport in a business-like manner with as little cost as possible to the taxpayers through the imposition of fair and reasonable rentals, fees, and charges.
- B. To provide for both private and commercial aviation at the Airport to the extent practicable within physical, economic, and environmental constraints.
- C. To provide for the full range of on-base aeronautical support consistent with the need for the service and the availability of space and physical facilities.

- D. To protect the Airport patrons and users from unsafe and/or inadequate aeronautical operations and/or services and to maintain and preserve all Airport facilities in a safe, secure and orderly condition.
- E. To promote fair competition and not expose those who have been duly authorized to lawfully undertake the provision of commodities and/or services at the Airport to irresponsible, unethical, and/or unauthorized business or commercial activity at the Airport.
- F. To permit and provide adequate facilities for Owners of general aviation aircraft to work on and service their own aircraft within the limits as may be imposed herein or other applicable Airport regulation(s) for purposes of safety, preservation of Airport facilities, and protection of the public interest.
- G. To promote the utility, educational, and recreational aspects of general aviation.

ADMINISTRATION AUTHORITY – OPERATION – CITY HELD HARMLESS

- A. In addition to the requirements of the Federal Aviation Administration, the Civil Aeronautics Board, the TSA, the Iowa Department of Transportation Aviation Bureau, the Buchanan County zoning code, the City of Independence zoning code, and the Airport Zoning Code (City Ordinance No. 2017-485), the Manager, Council or Airport Board may promulgate such rules and regulations, orders, and instructions as are necessary in the administration of this chapter. The Manager may post signs at the Airport which state or apply the rules, regulations, orders, or instructions. Each person on the Airport shall comply with all rules, regulations, and signs posted by the Manager pursuant to this chapter. Each member of the Manager's staff as a representative of the Manager, is empowered to require compliance with the provisions of this chapter and all rules and regulations issued by the Manager.
- B. The Airport shall be conducted as a public air facility for the promotion and accommodation of civil aviation and associated activities.
- C. The privilege of using the Airport and its facilities shall be conditioned on the assumption by the user thereof of full responsibility and risk for such use, and the user thereof releases and agrees to hold the City and its officers and employees harmless, and to indemnify them from any liability or loss resulting from the use. The City reserves the right to deny the use of the Airport to any person who is judged by the Manager or City Manager to be endangering the public's safety, health, or welfare.

PROPERTY REGULATIONS – CITY NOT LIABLE

The City assumes no responsibility or liability for loss, injury, or damage to persons or property on the Airport or using Airport facilities, including but not limited to fire, vandalism, wind, flood, earthquake, or collision damage.

DAMAGE TO AIRPORT PROPERTY – RESPONSIBLE PARTY TO COMPLY WITH COMPENSATION RULES

Any person causing, or determined liable for, any damage to Airport property, shall be required to pay the City on demand the full cost of repairs to the damaged property. Any person failing to comply with these rules may be denied access to or refused use of the Airport.

DAMAGE, INJURIOUS ACTIVITIES, AND ABANDONMENT PROHIBITED

- A. No person shall recklessly, intentionally, or accidentally on a repetitive basis, destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure, tree, shrub, flower, lawn, or seeded area on the Airport.
- B. No person shall conduct on or at the Airport, activities that are injurious, detrimental, or damaging to the Airport, business of or located at the Airport, Airport patrons, or any other persons located on Airport grounds.
- C. No person shall abandon any personal property at the Airport.

EXPLOSIVES PROHIBITED

No person shall possess any unauthorized explosives or fireworks at the Airport.

UNAUTHORIZED AIRCRAFT OR VEHICLES REMOVED

- A. Aircraft shall be stored in hangars, t-hangars, or authorized tie-down areas when available.
- B. Vehicles shall be parked in the north parking lot if the vehicle is intended to be left, or in hangar/t-hangar in accordance with the lease agreement.
- C. Any aircraft or vehicle that has been parked in an unauthorized location, without the express authorization of the Airport Manager, may be removed or caused to be removed by the Airport Manager.

AUTHORITY TO REMOVE

The Airport Manager shall with the concurrence of the City Manager, or the Mayor in the absence of the City Manager, have the right to cause the removal from Airport property, any person, including the operator of any vehicle or aircraft, who violates any provisions of these rules and regulations-or the FAA regulations. Any person so removed may appeal the removal to the Airport Board by the submission of a written appeal to the Airport Manager, City Manager, or Airport Board Chairperson, setting out the reasons and arguments in support of the appeal. While any appeal is pending, the removal shall be temporarily stayed, absent a determination by the Airport Manager and City Manager that a stay of the removal would put the Airport, Airport Patrons, or other persons at risk of damage or injury. Any appeal shall be heard and considered as soon as practicable, and in no case later than seven (7) days after the submission of a written appeal to the Board.

AIRCRAFT OPERATIONS

REGULATIONS

- A. No person shall conduct any aircraft operation to, or from, or over the Airport except in conformity with all Federal Aviation Administration regulations, and the rules and regulations promulgated by the Airport Board and the Airport Manager.
- B. No person shall park an aircraft on any runway or taxiway.. The Airport Manager has the authority to direct parking or taxiing operations. Taking off from the taxiway is strictly prohibited.
- C. No person shall park or store an aircraft at the Airport except in areas designated by the Manager.
- D. Preventive maintenance work, as defined in Title 14, Part 43, Appendix A(c), Code of Federal Regulations, may be performed at the Airport tie-down areas by the Owner or operator of the aircraft. Aircraft Owners who possess current mechanic ratings such as A&P and IA may do additional work in the tie-down areas subject to the approval of the Manager. All other aircraft maintenance, rebuilding, and alterations shall be performed only in those areas designated by the Manager.
- E. No person shall remove any aircraft from the Field Area or any hangars or operate aircraft while under the influence of intoxicating beverages, drugs, or any combination thereof, including but not limited to those specifically prohibited by FAA guidelines.
- F. All Owners and operators who desire to base their aircraft at the Airport shall register their aircraft with the Manager or Manager's designee prior to beginning operations. Any change in Ownership of the aircraft shall be reported as soon as possible.
- G. If the Manager believes the conditions at the Airport, or any portion thereof, are unfavorable for aircraft operations, the Manager may close the Airport, or portions thereof, in accordance with applicable Federal Aviation Administration procedures, as appropriate.
- H. No aircraft shall be permitted to remain on any part of the landing or takeoff areas for the purpose of repairs. unless approved by the Airport Manager.
- I. No person shall, without the Owner's permission, interfere with or tamper with an aircraft located at the Airport, except for the movement of an aircraft in an emergency situation.
- J. No person shall move an aircraft on the Airport in a negligent or reckless manner.
- K. No person shall start or taxi any aircraft in any location or manner that may result in injuries to person or property. If the aircraft cannot be taxied without violating this paragraph, the aircraft must be towed to the desired location.
- L. All air traffic should avoid flight-overpopulated or noise-sensitive areas whenever possible, consistent with safety.
- M. All operators handling hazardous materials on the Airport will handle said materials in as safe a manner as possible in compliance with product guidelines, recommendations and/or directives, and in the event of a spill, or other unauthorized or inappropriate release, will immediately report the spill or release to the Airport Manager or appropriate emergency personnel. All spills or releases, and damages caused or created by a spill or release, must be cleaned up or remedied by the person or entity responsible for the spill or release if authorized to do so and able to do so in a safe and adequate manner in compliance with

product guidelines, recommendation and/or directives. In the event a spill or release requires outside resources to clean up or remedy, the person or entity responsible for the spill or release shall be solely responsible for all expenses incurred to clean up, mitigate, repair, or to otherwise address the spill or release. In all cases, any contaminated waste or property must be dealt with or disposed of in accordance with applicable law and regulation.

- N. All Agriculture operations (Spray Planes) must use the North Apron area (North of the Main Terminal) when loading or unloading materials for spraying operations.

ACCIDENT PROCEDURES

- A. Persons involved in aircraft accidents occurring at the Airport shall make a full report thereof to the Manager or his/her representative as soon as possible after the accident. The report must include all pertinent information. For the purposes of this section, an aircraft accident shall include any event involving an aircraft resulting in any property damage, whether to the aircraft or other property, personal injury, or death. Persons or Operators causing damage as set forth above shall be responsible for all costs of repairs and other damages, and agree to work with any injured party to resolve claims for damage.
- B. Every Operator and aircraft Owner shall be responsible for the prompt removal of any disabled aircraft or parts thereof, as directed by the Manager or his/her representative, subject to accident investigation requirements. If removed by a party other than the Operator or Owner, the Operator and/or Owner shall be responsible to cover the costs of said removal or relocation, if any.

MOTOR VEHICLES

GENERAL REGULATIONS

- A. No motor vehicle shall be operated on the Airport if it is so constructed, equipped, or loaded as to endanger persons or property as determined by the Airport Manager.
- B. Each operator of a motor vehicle involved in any accident on the Airport that results in personal injury or property damage, shall make a full report to the Manager or Manager's designee as soon as possible after the accident. The report must include all pertinent information. Persons or Operators causing damage as set forth above shall be responsible for all costs of repairs and other damages, and agree to work with any injured party to resolve claims for damage.
- C. Every Operator of a motor vehicle involved in any accident, shall be responsible for the prompt removal of any disabled motor vehicle or parts thereof, as directed by the Manager or Manager's designee, subject to accident investigation requirements. If removed by a party other than the Operator or Owner, the Operator and/or Owner shall be responsible to cover the costs of said removal or relocation if any.
- D. No person shall operate any motor vehicle on the Airport in violation of this chapter, or rules and regulations promulgated by the Manager or the laws of the State of Iowa.
- E. No person shall operate a motor vehicle on the Airport in a negligent or reckless manner.

- F. No person shall park or stand a motor vehicle at any place on the Airport in violation of any posted sign, within fifteen feet of a fire hydrant, or in a manner as to block any fire gate or entrance, road, or taxiway.
- G. The Manager or Manager's designee may remove, at the Owner's expense, any motor vehicle which is parked on the Airport in violation of this chapter. The Owner shall be solely responsible for the costs of removal and storage as applicable.
- H. Owner-operators of vehicles are responsible for cleaning up any and all debris resulting from vehicle operation that could result in foreign object damage (FOD) or create an unsafe operating environment.

ROADS AND WALKS

UNAUTHORIZED TRAVEL

It is unlawful for any person to travel on the Airport except on a road, walk, or other marked place provided for the type of travel employed by the person.

OBSTRUCTIONS UNLAWFUL

It is unlawful for any person to occupy/loiter or place an object on a road or walk on the Airport in a manner that hinders or obstructs its proper use.

FIRE HAZARDS AND FUELING OPERATIONS

GENERAL REGULATIONS

- A. No person or entity shall sell fuel on the grounds of the Airport other than the City.
- B. It is unlawful for any person to fuel or defuel an aircraft in the Airport while:
 1. It is in a hangar or enclosed space.
 2. Passengers are in the aircraft unless a passenger loading ramp is in place at the cabin door, a "no smoking" sign is displayed, and the rule is enforced.
- C. No person shall start the engine of an aircraft, before inspecting and ensuring that there is no gasoline or other volatile flammable liquid on the ground beneath the aircraft of a sufficient quantity to cause a hazard.
- D. No person shall operate a radio transmitter or receiver, or switch electrical appliances on or off, in an aircraft while it is being fueled or defueled.
- E. During the fueling of an aircraft at the Airport, the dispensing apparatus and the aircraft shall both be grounded in accordance with orders and instructions of the Airport Manager.
- F. Each person engaged in fueling or defueling at the Airport shall exercise care to prevent the overflow of fuel and shall have readily accessible and adequate fire extinguishers. Any overflow of fuel shall be appropriately addressed, and cleaned up, by the person responsible for the overflow, and if more than a very minor overflow, shall notify the Airport Manager or Manager's designee of the overflow, the steps taken to address, and must allow the Manager an opportunity to inspect the location of the overflow.

- G. During the fueling or defueling of an aircraft, no person shall, within fifty feet of that aircraft, use any material that is likely to cause a spark or be a source of ignition. (Smoking on Airport property is strictly prohibited.)
- H. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft shall be maintained in safe, sound, and non-leaking condition and must be properly grounded to prevent the ignition of volatile liquids.
- I. Hot fueling/loading can be extremely hazardous and is not recommended except when absolutely necessary due to the nature of the operation. Operators who conduct hot fueling/loading should develop standard operating procedures (SOPS) for flight and ground crew personnel.
- J. Fuel dispensed into approved containers, or a transfer trailer, must be completed within the regulations set out above. The City will not be liable for contamination of fuel after the fuel is dispensed into an approved container, transfer trailer, or aircraft.

USE OF FLAMMABLE CLEANING FLUIDS

Flammable or volatile liquids having a flash point of less than Ninety-Six Degrees Fahrenheit (96° F), shall not be used to clean an aircraft, aircraft engine, propeller, or appliance within an aircraft hangar or similar structure, or within fifty feet (50') of another aircraft, aircraft hangar or similar structure.

OPEN FLAMES

It is unlawful for any person to have in his possession an open flame, flame-producing device, or other source of ignition (except cigarette lighters or matches for that purpose) in any hangar or similar type of building.

SMOKING PROHIBITED

Smoking is prohibited on all Airport property, whether inside or outside of a building or inside or outside of a vehicle or aircraft.

STORAGE WHEN FIRE HAZARD

- A. No materials or equipment may be maintained, stocked, located, or stored at the Airport in a manner that constitutes a fire hazard.
- B. All combustible materials, flammable liquids, or other hazardous materials must be maintained and stored in a safe manner in full compliance with the manufacturer's recommendations where appropriate, and in full compliance with all state and federally recognized safety standards.

SURFACE AREAS TO BE KEPT CLEAN

All users of Airport property shall keep all areas so used free and clear of oil, grease, or other foreign materials that could cause a fire hazard, slippery, or other unsafe conditions.

DOPING ON AIRPORT PROPERTY

It is unlawful for any person to conduct a doping process on the Airport except in a properly designed fire-resistive and ventilated room or building in which all lights, wiring, heating, ventilating equipment, switches, outlets, and fixtures are approved for use in hazardous areas, and in which all exit facilities are approved and maintained for such use, or except in an open area as designated by the Manager. No person shall enter or work in a dope room while doping processes are being conducted unless wearing spark-proof shoes.

COMPLIANCE WITH THE UNIFORM FIRE CODE REQUIRED

All persons shall comply with the provisions of the most recently adopted Uniform Fire Code of the City.

AUTHORITY TO INSPECT – COMPLIANCE REQUIRED

The City Fire Chief or duly authorized designee shall inspect as often as deemed necessary and appropriate, potentially annually, all buildings and premises for the purpose of ascertaining and causing to be corrected any conditions which would reasonably tend to cause or contribute to fire or its spread. All orders, notices or recommendations of the Fire Chief shall be complied with by all persons without delay.

TRASH REQUIREMENTS

- A. No uncovered trash containers shall be used or maintained on the sidewalk or road or in any public area of the Airport.
- B. No vehicle designed for and used for the hauling of trash, dirt, or other materials may be operated on the Airport unless it is designed, built, or appropriately modified to prevent its contents from dropping, sifting, leaking, or otherwise escaping.
- C. Trash Containers will be provided for each hangar and shall be maintained by the Hangar tenant. Replacement Containers, when necessary, will be provided by the Airport to that Hangar tenant at the Airport’s expense unless the replacement was caused by the negligent or reckless actions of the Tenant, Tenant’s invitees, employees, agents or guests, in which case the replacement cost will be invoiced to Tenant.
- D. Trash from hangars may be properly disposed of in the dumpster by the north gate.
- E. No equipment, supplies, or materials may be stored in a manner which creates a risk of injury to person or property.

AUTHORITY TO INSPECT AT ANY TIME

The Airport Manager, City Manager, or Manager’s designee shall have the right at all reasonable times to inspect all areas owned by the Airport under lease and/or occupied by tenants, or other person or entity.

PROVISIONS INCORPORATED INTO LEASE.

The provisions of these rules and regulations shall be deemed to be incorporated into every lease and sublease and violations of the provisions of these rules and regulations may result in termination of the lease or sublease.

COMMERCIAL OPERATIONS

DEFINITIONS

For the purpose of this article, a "Business or Commercial Activity" means and includes the following types of activities when done for hire, compensation, or reward:

- A. Retail sales of goods, wares, merchandise, or services.
- B. Pilot training and flight instruction.
- C. Sale, rental, or charter of aircraft.
- D. Air carrier and air taxi operations.
- E. Sale of aviation petroleum products.
- F. Sale or service of aircraft parts, avionics, instruments, or other aircraft equipment.
- G. Repair, maintenance, rebuilding, alteration or exchange of aircraft engines, components, or other parts.
- H. Flying clubs.

PROHIBITED ACTS

No person or entity may engage in any business or commercial activity on the Airport without a lease approved by the Council, or a sublease from a duly authorized master lessee approved by the Council. For the purposes of this section a "person or entity" shall include an individual or group of individuals, including a company, partnership, corporation, or other association. This prohibition shall also apply to persons/entities who use the Airport as a base for conducting a Business or Commercial Activity even though their office or other place of business is not located on the Airport property. The above prohibitions do not apply to the following, whether meeting the definition of "business or commercial activity" or not:

- A. Aircraft operations where the flight originates and terminates elsewhere, and the Airport is used as a temporary stopping place for landings, refueling, other appropriate aeronautical services, or the embarking or debarking of passengers.
- B. Company or corporate-owned aircraft where personnel or products are transported as part of the company enterprise, for company/corporate purposes.
- C. Casual or isolated transactions including sales or services provided by an Owner or Owner/Operator, providing occasional flight instruction, for example. Whether an Owner or Owner/Operator fits within this exception shall be determined by the Airport Manager. The Airport Manager's determination may be appealed to the Airport Board. The Airport Board shall normally consider the appeal within seven (7) days of receipt, and the written decision of the Board shall be final.

- D. Sales of food by organizations, approved by the Airport Manager or Airport Board, for approved special events.
- E. No lease or license providing an exclusive right to provide an aeronautical service, operation, or activity at the Airport shall be issued or approved.

APPROPRIATE ALLOCATION OF GROUND SPACE – STRUCTURES TO COMPLY WITH BUILDING REGULATIONS OF THE CITY

Leases for aeronautical and commercial activities on the Airport shall be issued and approved contingent on the lessor (Airport) constructing or providing a structure or structures on the leased property appropriate to the type of aeronautical or commercial activity to be conducted. Ground space allocations under lease agreements shall be made in accordance with the Airport Master Plan and land use plan adopted by the City for the development of the Airport. All structures erected at the Airport shall comply with appropriate building and FAA regulations where appropriate. Structural and architectural design of all structures shall be subject to approval by the City.

PROCEDURES FOR ACQUIRING LEASE

Any person or entity interested in leasing land or structures on the Airport property shall contact the Airport Manager to discuss. If the person/entity chooses to move forward with a lease, the person/entity and the Airport Manager in consultation with the City Manager shall discuss likely terms and conditions and prepare a draft lease agreement to be presented to the Airport Board for review, consideration, and input. After such Board review, and final negotiations with the proposed tenant, the Lease as negotiated shall be forwarded to the City Manager who shall present it to the City Council for consideration and approval. Lease provisions shall be negotiated to reflect fair market value and shall also include provisions to increase lease rates on an annual basis during the agreed-upon lease term. Any lease for a period in excess of three (3) years requires that a public hearing be scheduled and held in advance of lease approval by the City Council. Prior to entering any lease for property, or a hanger, at the Airport, the prospective lessee must present to the City satisfactory evidence that it meets minimum standards as established herein and by the Airport Board.

A waiting list will be formed based on the order in which the Manager is informed of an interest to be put on such a list. When a hangar becomes available everyone will be contacted in order until the spot is filled. If someone declines to take advantage of the empty space but wishes to remain on the list, they will be moved to the bottom of the list.

FIXED BASE OPERATOR'S LICENSE ISSUED SUBJECT TO COMPLIANCE

- A. A General Fixed Base Operator's license will be issued, subject to compliance with all conditions hereinafter imposed and upon proper application, to a person or entity providing the following services:
 1. Fuel and oil sales
 2. Flight training services

3. Aircraft charter and taxi services
 4. Aircraft rental and sales
 5. Sale of aircraft parts, accessories, and hardware
 6. Repair, overhauling, and modification of aircraft or equipment
- B. A Special Fixed Base Operator's license will be issued, subject to compliance with all conditions outlined in Paragraph A immediately above, upon proper application, to a person or company providing some but not all of the services required of a General Fixed Base Operator.
- C. Aviation fuel will be sold at the Airport only by the City or by a duly licensed Fixed Base Operator. Nothing in this section shall be construed to limit the right of any person or entity to provide fuel for his/her own aircraft. However, such self-service fueling shall meet all applicable City, state, and federal safety regulations.
- D. All Fixed Base Operators, General and Specific, shall individually or in cooperation with other entities at the Airport, maintain such hours and/or call-out arrangements to adequately service public demand for the products/services provided by the Fixed Base Operator.
- E. Nothing herein shall prevent persons or entities from selling goods or services during a special event on the Airport property if pre-approved by the Manager.

INSURANCE COVERAGE REQUIRED

All lessees of Airport property shall obtain and maintain liability insurance coverage, with the City being named as an additional insured. The insurance certificates shall show proof of liability insurance in the following minimum amounts: Commercial General Liability of \$1,000,000 per occurrence, and \$2,000,000 aggregate. Such insurance certificates must be provided by the lessee to the Airport Manager prior to the commencement of the lease term, and regularly thereafter as requested, to show continuing coverage as required by this provision.

RATES AND CHARGES ESTABLISHED BY BOARD – APPROVED BY COUNCIL

A schedule of rates and charges for the use of the Airport and its facilities, not specifically set forth herein, shall be established by the Board and approved by the City Council. Each person or entity subject to the rates and charges shall promptly pay all amounts determined to be due in accordance therewith.

RATES AND CHARGES

A. Tie-down Fees shall be assessed in the amount of \$100 a month and will be collected after 30 days of being parked on the ramp or apron in coordination with hanger rent unless an alternative agreement is approved by the Airport Manager or authorized representative. The Airport shall obtain and maintain liability insurance coverage for Airport property.. Amounts of coverage shall be set at appropriate levels by the City.

B. Parking Fees. The Operator shall pay to the City the monthly parking fee outlined in the Agreement Summary for each month or part thereof that this Agreement is in effect, computed as set forth by the Airport Board, and approved by the Council. The parking fee shall be due and

payable, in advance, on or before the first day of each month, except that the first month's parking fee, or prorated portion of the first month's fee may be paid in arrears.

C. Payments. Payments shall be made to the
City of Independence, Iowa
City Clerk/Treasurer
331 1st Street East
Independence, IA 50644

or any other address as designated by the Airport Manager when due, without demand and without notice from the City and without deduction, credits, or offset. All such fees, charges, and other amounts payable by the Operator shall be paid via cash, check, or credit card (which may incur additional fees) and must be received by the due date. The parking fee and any other fee required to be paid in advance on or before the first day of each month pursuant to the terms of this license shall be paid on or before the first day of each month without any requirement of notice from the City. Any fees or charges that are payable by the Operator in arrears for the preceding month's activity are due and payable on or before the fifteenth day from the date of the City's invoice. Operator hereby acknowledges late payment to the City of any fee, charge, or other sum due hereunder will cause the City to incur costs not contemplated by this license agreement, the exact amount of which will be extremely difficult to ascertain. If any such, fee, charge, or other sums due from the Operator is not received by the City on or before the fifteenth day from the due date, then the Operator shall pay to the City a late payment fee equal to one and a half percent (1.5%) per month of the amount not paid, calculated for each day, from the due date until the date payment is received by the City. Late payments made by the Operator to the City must be paid to the City Clerk via cash, check, or credit card (which may incur additional fees). The parties hereby agree such a late fee represents a fair and reasonable estimate of the cost the City will incur by reason of the Operator's late payment.

OFFENSES – VIOLATION - PENALTY

NUISANCES, LITTERING, VANDALISM UNLAWFUL

For the purposes of this section a nuisance will be described as whatever is injurious to health, indecent, unreasonably offensive to the senses, an obstruction to the free use of property, or to interfere unreasonably with the comfortable enjoyment of life or property. In addition, any person that interferes with the use of the Airport by being irritating, offensive, harassing, obstructive, or dangerous, may also be deemed and declared to be a nuisance.

- A. No person or entity shall act, or fail to act, if said action or inaction creates or constitutes a nuisance on the Airport Property.
- B. No person shall dispose of garbage, papers, refuse, or other similar materials on the Airport Property except in receptacles provided for that purpose.
- C. No person may vandalize, deface, or otherwise damage any property on the Airport, whether Airport Property, or personal property of the Airport or any other person or entity.

- D. No person or entity may alter, make additions to, or erect any building, structure, and/or sign(s), or make any excavations on the Airport Property without the express written permission of the Airport Manager and City Manager.
- E. No person or entity may intentionally abandon personal property on the Airport property. Personal property shall be deemed abandoned when it remains unattended without written permission of the Airport Manager for a period of thirty (30) days or more. After the passage of thirty (30) days the Airport Manager will deliver a notice to the owner of the property deemed abandoned, by regular and certified mail to the last known address of the owner, and in the event there is no known address, by publication in the official City newspaper of record, providing thirty (30) days to collect said items, said thirty days to commence on the fourth day after mailing or publication, and end with the thirtieth day, unless the thirtieth day falls on a Sunday or City, State, or Federally recognized holiday, in which case the last day to claim the abandoned property shall be extended, not counting the Sunday or Holiday, as appropriate. If property is deemed to be abandoned consistent with this provision, and not claimed after notice as provided herein, the City will thereafter deal with the property as abandoned property consistent with other applicable provisions of the Iowa Code.

THROWING / SHOOTING AND UNAUTHORIZED HUNTING

It is unlawful for a person to throw stones, bricks, or missiles of any kind or to shoot arrows, paintballs, rubber guns, slingshots, air rifles, BB guns, or other dangerous instruments or toys on Airport Property, or to hunt, pursue, trap, catch injure, or kill any bird or animal on the Airport Property without prior written authorization of the Manager.

UNAUTHORIZED SOLICITATION AND ADVERTISING UNLAWFUL

- A. No person or entity may solicit or advertise on the Airport Property, for any purpose, without prior permission of the Manager, or as otherwise allowed herein.
- B. No person or entity may post, distribute or display signs, advertisements, circulars or other printed or written matter in a public area of the Airport except in locations designated by the Manager.

ANIMALS TO BE RESTRAINED

No person may enter the Airport property with a dog or other domestic animal unless that animal is restrained by a leash or confined in such a manner as to be completely under the control of the person. No person shall possess any animal on Airport Property that has at any point been determined or declared to be a Vicious or Dangerous Animal by any municipality, governmental entity, or Court of competent jurisdiction.

UNAUTHORIZED FLYING OF DRONES AND MODEL AIRCRAFT PROHIBITED

No model aircraft, drone, or similar item may be flown within five (5) miles of the Airport unless done in full compliance with all applicable FAA rules and regulations and permission is obtained from the Manager.

MISCELLANEOUS

COUNCIL AUTHORITY TO ESTABLISH ADDITIONAL STANDARDS

The City council reserves the right to establish additional standards, rules, and regulations, for any and all categories of aeronautical-related businesses or specialized services operating on the Airport property.

FEDERAL AUTHORITY

All lease agreements, contracts, permits, or other agreements between the City and any person or entity using the Airport or Airport Property, shall be subordinate to and subject to all agreements and contracts between the City and the federal government/FAA, now or hereafter existing, relative to the operation and maintenance of the Airport

VIOLATION - PENALTY

No person or entity may violate any provisions hereof these Rules and Regulations or any other lawful rule, regulation, or directive of the City relative to the operation and maintenance of the Airport. Penalties for violations of any such rules and regulations shall be punishable as a Municipal Infraction under City Code.

COMPLAINT RESOLUTION REGARDING MANAGER OR OTHER EMPLOYEE

Any complaints associated with the Airport Manager, or other Airport employee, shall be directed to the City Manager to be addressed, and the City Manager shall address the complaint. After receipt of the complaint, and after addressing the complaint, the City Manager may communicate pertinent facts, and steps taken, with the Airport Board.

Where there exists a conflict between any rule, regulation or limitation prescribed herein and any other rule, regulation or limitation applicable to Airport not set forth herein, the rule, regulation or limitation determined to be more stringent shall govern and prevail over the less stringent provision(s).



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Susi Lampe, IaCMC, IaCFO – City Clerk/Treasurer
DATE OF MEETING: February 7, 2024
SUBJECT: Revenues and Expenses to date – *Information Only*

BACKGROUND:

Attached is documentation showing the Revenues and Expenses for January 2024 and February 2024 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
CALENDAR 1/2024, FISCAL 7/2024

PCT OF FISCAL YTD 58.3%

Item #12.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,080.00	21.50	22,200.00
001-280-4311	FARM LEASE	13,158.00	.00	6,579.26	50.00	6,578.74
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	5,600.00	45.53	6,700.00
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	6.00	.00	6.00	100.00	.00
001-280-4710	REIMBURSEMENTS	15.00	.00	15.00	100.00	.00
001-280-4715	REFUNDS	.00	.00	580.00	.00	580.00-
001-280-4750	MERCHANDISE SALES	100,000.00	3,838.11	81,748.76	81.75	18,251.24
	AIRPORT TOTAL	153,759.00	4,638.11	100,609.02	65.43	53,149.98
	TOTAL REVENUE	153,759.00	4,638.11	100,609.02	65.43	53,149.98
001-280-6010	SALARIES - FULL-TIME	60,144.00	4,627.20	34,675.60	57.65	25,468.40
001-280-6020	SALARIES - PART-TIME	3,000.00	381.26	1,947.79	64.93	1,052.21
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	134.04	134.04	10.29	1,167.96
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	576.90	57.69	423.10
001-280-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	180.00	33.33	360.00
001-280-6230	TRAINING	.00	.00	.00	.00	.00
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	34.14	329.57	6.59	4,670.43
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	985.22	12,815.73	128.16	2,815.73-
001-280-6331	VEHICLE OPERATIONS	5,000.00	587.32	3,148.69	62.97	1,851.31
001-280-6332	VEHICLE REPAIRS	5,000.00	668.06	791.57	15.83	4,208.43
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	1,898.76	7,064.37	35.32	12,935.63
001-280-6372	GARBAGE/RECYCLING	3,000.00	301.46	1,939.19	64.64	1,060.81
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	201.93	1,115.32	53.11	984.68
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	1,449.00	6.23	21,792.00
001-280-6409	JANITORIAL	1,500.00	12.99	312.47	20.83	1,187.53
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	1.25	1.25	1.25	98.75
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	.00	130.00	26.00	370.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	326.43	7,735.54	61.88	4,764.46
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	.00	85,770.10	107.21	5,770.10-
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	179.59	588.73	29.44	1,411.27
001-280-6510	SPECIAL & SAFETY EQUIPMENT	250.00	.00	.00	.00	250.00
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	245,177.00	10,461.57	160,968.38	65.65	84,208.62

BUDGET REPORT
CALENDAR 1/2024, FISCAL 7/2024

PCT OF FISCAL YTD 58.3%

Item #12.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	10,461.57	160,968.38	65.65	84,208.62
	GENERAL FUND TOTAL	===== 91,418.00- =====	===== 5,823.46- =====	===== 60,359.36- =====	===== 66.03 =====	===== 31,058.64- =====
018-280-4300	INTEREST	.00	.00	14.72	.00	14.72-
	AIRPORT TOTAL	----- .00	----- .00	----- 14.72	----- .00	----- 14.72-
	TOTAL REVENUE	----- .00	----- .00	----- 14.72	----- .00	----- 14.72-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.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	===== 14.72	===== .00	===== 14.72-
112-280-6110	FICA - CITY/AIRPORT	4,931.00	387.13	2,770.62	56.19	2,160.38
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	485.46	3,469.88	57.03	2,614.12
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	1,282.82	9,732.66	52.70	8,736.34
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	43.99	362.98	9.07	3,637.02
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
	AIRPORT TOTAL	----- 34,933.00	----- 2,199.40	----- 16,360.90	----- 46.84	----- 18,572.10
	TOTAL EXPENSES	----- 34,933.00	----- 2,199.40	----- 16,360.90	----- 46.84	----- 18,572.10
	EMPLOYEE BENEFITS TOTAL	===== 34,933.00	===== 2,199.40	===== 16,360.90	===== 46.84	===== 18,572.10
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 1/2024, FISCAL 7/2024

PCT OF FISCAL YTD 58.3%

Item #12.

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 1/2024, FISCAL 7/2024

PCT OF FISCAL YTD 58.3%

Item #12.

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 1/2024, FISCAL 7/2024

PCT OF FISCAL YTD 58.3%

Item #12.

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	640.88	640.88	.83	76,949.12
	AIRPORT TOTAL	----- 91,590.00	----- 640.88	----- 640.88	----- .70	----- 90,949.12
	TOTAL EXPENSES	----- 91,590.00	----- 640.88	----- 640.88	----- .70	----- 90,949.12
	CAP OUTLAY SAVINGS/LOST TOTAL	=====	=====	=====	=====	=====
		91,590.00-	640.88-	640.88-	.70	90,949.12-
		=====	=====	=====	=====	=====
	AIRPORT TOTAL (REV LESS EXP)	----- 217,941.00-	----- 8,663.74-	----- 77,346.42-	----- 35.49	----- 140,594.58-
		=====	=====	=====	=====	=====



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Susi Lampe, laCMC, laCFO – City Clerk/Treasurer
DATE OF MEETING: February 7, 2024
SUBJECT: 2023 Aviation Fuel Summary – *Information Only*

BACKGROUND:

Attached is documentation showing the total aviation fuel profits that includes the breakdown of what the City and P & N Corporation received during 2023 – for the Airport Board’s Information only. I have also included a report that shows the total gallons pumped for the year.

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.

TOTAL PROFIT				CITY					
		JET A	100LL			JET A	100LL		
Jan-23	c. card	\$ 401.80	\$ 208.27		Jan-23	c. card	\$ 241.08	\$ 124.96	
	billed & paid	\$ -	\$ 142.01			billed & paid	\$ -	\$ 85.21	
Feb-23	c. card	\$ 427.89	\$ 290.06		Feb-23	c. card	\$ 256.74	\$ 174.04	
	billed & paid	\$ 230.48	\$ 184.11			billed & paid	\$ 138.29	\$ 110.46	
Mar-23	c. card	\$ 99.63	\$ 363.19		Mar-23	c. card	\$ 59.78	\$ 217.91	
	billed & paid	\$ 127.93	\$ 63.64			billed & paid	\$ 76.76	\$ 38.18	
Apr-23	c. card	\$ -	\$ 806.40		Apr-23	c. card	\$ -	\$ 483.84	
	billed & paid	\$ 693.15	\$ 198.46			billed & paid	\$ 415.89	\$ 119.08	
May-23	c. card	\$ 49.93	\$ 1,009.26		May-23	c. card	\$ 29.96	\$ 605.56	
	billed & paid	\$ 812.60	\$ 189.13			billed & paid	\$ 487.56	\$ 113.48	
Jun-23	c. card	\$ 1,009.86	\$ 1,244.99		Jun-23	c. card	\$ 605.91	\$ 746.99	
	billed & paid	\$ 904.68	\$ 281.41			billed & paid	\$ 542.81	\$ 168.85	
Jul-23	c. card	\$ 1,573.51	\$ 1,693.34		Jul-23	c. card	\$ 944.10	\$ 1,016.01	
	billed & paid	\$ 1,618.72	\$ 219.85			billed & paid	\$ 971.23	\$ 131.91	
Aug-23	c. card	\$ 1,571.45	\$ 471.25		Aug-23	c. card	\$ 942.87	\$ 282.75	
	billed & paid	\$ 152.99	\$ 77.35			billed & paid	\$ 91.79	\$ 46.41	
Sep-23	c. card	\$ -	\$ 616.51		Sep-23	c. card	\$ -	\$ 369.90	
	billed & paid	\$ 1,340.27	\$ 338.58			billed & paid	\$ 804.16	\$ 203.15	
Oct-23	c. card	\$ 764.10	\$ 406.99		Oct-23	c. card	\$ 458.46	\$ 244.20	
	billed & paid	\$ 742.74	\$ 80.53			billed & paid	\$ 445.64	\$ 48.32	
Nov-23	c. card	\$ 2,385.10	\$ 457.02		Nov-23	c. card	\$ 1,431.06	\$ 274.21	
	billed & paid	\$ -	\$ 103.94			billed & paid	\$ -	\$ 62.37	
Dec-23	c. card	\$ 537.23	\$ 175.15		Dec-23	c. card	\$ 322.34	\$ 105.09	
	billed & paid	\$ -	\$ 39.08			billed & paid	\$ -	\$ 23.45	
		<u>\$ 15,444.04</u>	<u>\$ 9,660.53</u>	\$ 25,104.57		<u>\$ 9,266.42</u>	<u>\$ 5,796.32</u>	\$ 15,062.74	
	c. card	\$ 8,820.48	\$ 7,742.43			c. card	\$ 5,292.29	\$ 4,645.46	
	billed & paid	\$ 6,623.56	\$ 1,918.10			billed & paid	\$ 3,974.13	\$ 1,150.86	

P & N				P & N DISCOUNT FUEL SALES			
		JET A	100LL			JET A	100LL
Jan-23	c. card	\$ 160.72	\$ 83.31		Jan-23	c. card	
	billed & paid	\$ -	\$ 56.80			billed & paid	\$ 385.95
Feb-23	c. card	\$ 171.16	\$ 116.02		Feb-23	c. card	
	billed & paid	\$ 92.19	\$ 73.64			billed & paid	\$ 686.08
Mar-23	c. card	\$ 39.85	\$ 145.28		Mar-23	c. card	
	billed & paid	\$ 51.17	\$ 25.45			billed & paid	\$ 694.25
Apr-23	c. card	\$ -	\$ 322.56		Apr-23	c. card	
	billed & paid	\$ 277.26	\$ 79.38			billed & paid	\$ 254.93
May-23	c. card	\$ 19.97	\$ 403.70		May-23	c. card	
	billed & paid	\$ 325.04	\$ 75.65			billed & paid	\$ 1,069.70
Jun-23	c. card	\$ 403.94	\$ 497.99		Jun-23	c. card	
	billed & paid	\$ 361.87	\$ 112.57			billed & paid	\$ 652.46
Jul-23	c. card	\$ 629.40	\$ 677.34		Jul-23	c. card	
	billed & paid	\$ 647.49	\$ 87.94			billed & paid	\$ 646.19
Aug-23	c. card	\$ 628.58	\$ 188.50		Aug-23	c. card	
	billed & paid	\$ 61.19	\$ 30.94			billed & paid	\$ 355.88
Sep-23	c. card	\$ -	\$ 246.60		Sep-23	c. card	
	billed & paid	\$ 536.11	\$ 135.43			billed & paid	\$ 867.71
Oct-23	c. card	\$ 305.64	\$ 162.80		Oct-23	c. card	
	billed & paid	\$ 297.09	\$ 32.21			billed & paid	\$ 316.26
Nov-23	c. card	\$ 954.04	\$ 182.81		Nov-23	c. card	
	billed & paid	\$ -	\$ 41.58			billed & paid	\$ 1,444.81
Dec-23	c. card	\$ 214.89	\$ 70.06		Dec-23	c. card	
	billed & paid	\$ -	\$ 23.45			billed & paid	\$ 738.38
		<u>\$ 6,177.62</u>	<u>\$ 3,872.03</u>	\$ 10,049.64		<u>\$ -</u>	<u>\$ 8,112.62</u>
	c. card	\$ 3,528.19	\$ 3,096.97				
	billed & paid	\$ 2,649.42	\$ 775.05				

2023 Gallons Sold

	Jet A	100LL
Jan-23	320.50	447.09
Feb-23	507.29	645.19
Mar-23	171.86	613.53
Apr-23	495.11	1,109.28
May-23	620.76	1,516.90
Jun-23	1,454.02	1,748.72
Jul-23	2,282.64	2,866.63
Aug-23	1,077.00	931.06
Sep-23	765.87	1,600.71
Oct-23	907.72	830.59
Nov-23	1,501.94	1,143.72
Dec-23	338.30	389.51
	10,443.01	13,842.93