



## AIRPORT BOARD MEETING

Wednesday, December 04, 2024 at 5:00 PM

Council Chambers - 331 First Street East

### 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. FBO Update
9. Revenues and Expenses to Date
10. January 1st meeting.

#### ADJOURNMENT

This agenda is subject to change.



**Wednesday, November 6, 2024**  
**Airport Board minutes**

**Airport Terminal Building**

"The Airport Board's mission is to advise the Council in developing the future of Independence aviation."

**Call to Order at 5.01 pm** by Chairman Dan Callahan.

**Roll Call:** Chairperson Callahan, Pilcher, and Jones present.

Absent – Rottinghaus and (Payne excused)

**Other attendees: None**

**Approve the Agenda:** Motion- Jones      Second- Pilcher      Ayes- All

**Approve the Minutes:** Motion- Jones      Second- Pilcher      Ayes- All

**Public comment:** none

**NEW BUSINESS**

**Engineer Update:** The apron project is close to the end. Seeding is the last step. SWP is ready for approval by the city council—motion to present to council moved by Vicki, 2<sup>nd</sup> Merritt, 3 ayes, 0 nays. The lighting project is nearly done; seeding remains to be done, as well as a flight check by the FAA (a reimbursable expense). PAPIs are unusable until the flight check is complete. LED lights are much more visible, and the runway markers will reduce confusion. The contractor had to replace extra cable due to a gopher. Merritt mentioned that the rotating beacon is blocked from the west due to brighter (LEDs) on a neighboring building. Is there any way to fix it? Engineer Carl says there is probably no recourse for existing structures. The city is working on an ordinance regarding light brightness and shielding.

**Chairman/City Manager Update:** FBO signs look great. Need to examine raising the T-hangar rent.

**Airport Manager Update:** The city updated the internet switch, which requires a new battery backup. The update will cost \$1500. The fuel system is experiencing phone issues. If the latest Cat 5 cable Brett put in for the phone line resolves the problem, then we can look at replacing the fuel pump screen. The replacement cost will be \$180. Fuel receipts take a while due to a timing issue.

**FBO Update:** The chili fly-in went well. 30-40 planes attended. The new apron was helpful in managing the congestion. The FBO and the manager worked together to minimize any disruptions to the runway closure, and it worked. There was only a 16% decrease in traffic.

**CIP:** Discussion about priorities and lower funding. 95% federal match this year. Vicki made a motion, 2<sup>nd</sup> Merritt to present the plan to the city council.

**Revenues and expenses to date** – No discussion

**Adjournment time was 5:50 pm:** Motion-Jones      Second- Pilcher      Ayes- All.

Respectfully submitted,  
Dan Callahan.



**CITY OF INDEPENDENCE**  
**AIRPORT BOARD**  
**MEMORANDUM**

Item #7.

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**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

**DATE OF MEETING:** December 4<sup>th</sup>, 2024

**ITEM TITLE:** Report – (December 2024 Airport Report)

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Fuel Sales Update

- 100LL – 485 gal
- Jet A – 17 gal.
  
- Grounds:
  - The Iowa (DOT) made it to the airport to pick up some of the old equipment from the lighting project. Some of these materials will go to other airports that need parts.
  
- Equipment:
  - Working on snow equipment.
  - We put in new cat 5 from the terminal building over to the fuel farm. Some of this is temporary just to make sure that this will be a success and the other stuff was put in conduit and buried and dug in by hand. The hope is this will be a better connection for the phone line and maybe it won't take as long to communicate back and forth to process credit cards.
  
- Miscellaneous:
  - The contractor came earlier in the month and replaced the one apron sign that was ordered incorrectly.
  - Bolton & Menk reported that they were able to come and do the seeding around the new lights and signs for the lighting project. I have not been able to tell, however, but we will see in the spring if anything comes up.
  - Independence light and power came out and assisted me with changing some new bulbs from incandescent to (LED) on the apron this will make things so much brighter.
  - The independence light and power communication side have been out a couple of different times to help with switching the Internet over to fiber installing a new cabinet and getting everything rearranged It looks so much better now. Thank you.

Independence Airport

FBO Manager

Airport Board,

#### Traffic:

- ✖ According to Flight Aware, traffic was down 24% this month.

#### Events:

- ✖ Saturday, November 2<sup>nd</sup> we hosted our annual Chili Fly In
- ✖ P&N gave about 20 people rides
- ✖ Great turnout with transit traffic, 18 pilots flew into KIIB that day.

#### Testing Center:

- ✖ The test centers availability is Monday-Wednesday and Friday 8am through 4pm.
- ✖ This month we administered 9 tests.

#### Training:

- ✖ As of right now we have three instructors at KIIB and one in training.
- ✖ This month, as of November 24<sup>th</sup>, we had 8.2 hours of flight instruction and 5.4 hours of air tours/introductions flights.
- ✖ Our Cessna 172 is in Galesburg having new avionics installed.

#### Maintenance:

- ✖ We are still offering a 15% discount to first-time maintenance customers.
- ✖ This month our mechanics worked on two light sports, a couple company Cessnas, PA46 and a RV aircraft. Two annuals were completed, an airworthiness certificate was issued and miscellaneous maintenance was done this month.



**City of Independence  
Airport Board  
MEMORANDUM**

Item #9.

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**TO:** Airport Board  
**FROM:** Susi Lampe, laCMC, laCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF MEETING:** December 4, 2024  
**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 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 11/2024, FISCAL 5/2025

PCT OF FISCAL YTD 41.6%

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,000.00	21.22	22,280.00
001-280-4311	FARM LEASE	18,998.00	.00	.00	.00	18,998.00
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	4,000.00	32.52	8,300.00
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	.00	.00	.00	.00	.00
001-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
001-280-4715	REFUNDS	.00	.00	315.99	.00	315.99-
001-280-4750	MERCHANDISE SALES	130,000.00	3,792.07	70,376.12	54.14	59,623.88
	AIRPORT TOTAL	189,578.00	4,592.07	80,692.11	42.56	108,885.89
	TOTAL REVENUE	189,578.00	4,592.07	80,692.11	42.56	108,885.89
001-280-6010	SALARIES - FULL-TIME	61,959.00	7,149.61	26,165.54	42.23	35,793.46
001-280-6020	SALARIES - PART-TIME	3,000.00	39.00	1,120.13	37.34	1,879.87
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	134.06	534.59	41.06	767.41
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	384.60	38.46	615.40
001-280-6170	UNEMPLOYMENT COMPENSATION	.00	.00	316.52	.00	316.52-
001-280-6181	UNIFORM ALLOWANCE	300.00	.00	.00	.00	300.00
001-280-6184	CELL PHONE ALLOWANCES	600.00	50.00	250.00	41.67	350.00
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	.00	367.09	7.34	4,632.91
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	908.38	4,850.08	48.50	5,149.92
001-280-6331	VEHICLE OPERATIONS	5,000.00	102.67	2,017.49	40.35	2,982.51
001-280-6332	VEHICLE REPAIRS	5,000.00	.00	2,824.83	56.50	2,175.17
001-280-6371	ELECTRIC/GAS UTILITIES	21,000.00	497.31	3,733.21	17.78	17,266.79
001-280-6372	GARBAGE/RECYCLING	3,750.00	296.82	1,538.33	41.02	2,211.67
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,200.00	203.68	1,016.22	46.19	1,183.78
001-280-6399	OTHER MAINTENANCE/REPAIR	2,000.00	.00	34.99	1.75	1,965.01
001-280-6407	ENGINEERING	2,500.00	.00	.00	.00	2,500.00
001-280-6408	PROPERTY & CASUALTY INSURANCE	32,084.00	.00	1,594.00	4.97	30,490.00
001-280-6409	JANITORIAL	1,500.00	.00	198.00	13.20	1,302.00
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	14.52	14.52	85.48
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	.00	.00	.00	500.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	464.42	6,577.59	52.62	5,922.41
001-280-6503	MERCHANDISE FOR RE-SALE	120,000.00	.00	54,897.78	45.75	65,102.22
001-280-6506	OFFICE SUPPLIES	2,500.00	.00	302.05	12.08	2,197.95
001-280-6507	OPERATING SUPPLIES	2,000.00	91.48	578.82	28.94	1,421.18
001-280-6510	SPECIAL & SAFETY EQUIPMENT	500.00	.00	.00	.00	500.00
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	296,795.00	10,014.35	109,316.38	36.83	187,478.62

**BUDGET REPORT**  
**CALENDAR 11/2024, FISCAL 5/2025****PCT OF FISCAL YTD 41.6%**

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	296,795.00	10,014.35	109,316.38	36.83	187,478.62
	GENERAL FUND TOTAL	=====	=====	=====	=====	=====
		107,217.00-	5,422.28-	28,624.27-	26.70	78,592.73-
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	9.84	.00	9.84-
	AIRPORT TOTAL	.00	.00	9.84	.00	9.84-
	TOTAL REVENUE	.00	.00	9.84	.00	9.84-
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	9.84	.00	9.84-
112-280-6110	FICA - CITY/AIRPORT	5,069.00	361.61	2,067.35	40.78	3,001.65
112-280-6130	IPERS - CITY/AIRPORT	6,256.00	.00	1,936.56	30.96	4,319.44
112-280-6131	WORKERS COMP/AIRPORT	1,289.00	39.76	39.76	3.08	1,249.24
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	16,739.00	1,283.24	6,424.17	38.38	10,314.83
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	17.98	296.78	7.42	3,703.22
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
	AIRPORT TOTAL	33,353.00	1,702.59	10,764.62	32.27	22,588.38
	TOTAL EXPENSES	33,353.00	1,702.59	10,764.62	32.27	22,588.38
	EMPLOYEE BENEFITS TOTAL	=====	=====	=====	=====	=====
		33,353.00	1,702.59	10,764.62	32.27	22,588.38
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00



**BUDGET REPORT**  
**CALENDAR 11/2024, FISCAL 5/2025****PCT OF FISCAL YTD 41.6%**

Item #9.

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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 11/2024, FISCAL 5/2025****PCT OF FISCAL YTD 41.6%**

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL REVENUE	.00	.00	.00	.00	.00
318-280-6407	ENGINEERING-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
318-280-6411	LEGAL-2016 TAXIWAY WIDENING	.00	.00	.00	.00	.00
318-280-6499	CONTRACTUAL-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	.00	.00	.00	.00	.00
318-281-6407	AIRPORT AWOS ENG FEES	.00	.00	.00	.00	.00
318-281-6499	AIRPORT AWOS ACCESS RD PROJECT	.00	.00	.00	.00	.00
	AIRPORT AWOS TOTAL	.00	.00	.00	.00	.00
318-282-6407	AIRPORT HANGER EXTENSION ENG F	.00	.00	.00	.00	.00
318-282-6499	AIRPORT HANGAR EXT PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT HANGAR TOTAL	.00	.00	.00	.00	.00
318-283-6407	AIRPORT PARALLEL TAXIWAY ENG F	.00	.00	.00	.00	.00
318-283-6499	AIRPORT PARALLEL TAXIWAY PROJE	.00	.00	.00	.00	.00
	AIRPORT PARALLEL TOTAL	.00	.00	.00	.00	.00
318-284-6499	AIRPORT RUNWAY RECON CAP PROJ	.00	.00	.00	.00	.00
	AIRPORT RUNWAY TOTAL	.00	.00	.00	.00	.00
318-285-6407	SNOW REMOVAL EQUIPMENT ENG FEE	.00	.00	.00	.00	.00
318-285-6499	SNOW REMOVAL EQUIP PROJECT COS	.00	.00	.00	.00	.00
	AIRPORT SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
318-286-6750	AIRPORT BUILDINGS	.00	.00	.00	.00	.00
	AIRPORT BUILDINGS TOTAL	.00	.00	.00	.00	.00
318-287-6499	AIRPORT SIGNAGE	.00	.00	.00	.00	.00
	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 11/2024, FISCAL 5/2025**

**PCT OF FISCAL YTD 41.6%**

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	CAP PROJ - AIRPORT TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
323-280-4710	REIMBURSEMENTS	.00	.00	6,281.79	.00	6,281.79-
323-280-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	.00	.00	6,281.79	.00	6,281.79-
		-----	-----	-----	-----	-----
	TOTAL REVENUE	.00	.00	6,281.79	.00	6,281.79-
323-280-6727	AIRPORT-CAP OUTLAY/EQUIPMENT	25,000.00	.00	16,000.00	64.00	9,000.00
323-280-6799	AIRPORT-OTHER CAPITAL OUTLAY	.00	.00	286.52	.00	286.52-
		-----	-----	-----	-----	-----
	AIRPORT TOTAL	25,000.00	.00	16,286.52	65.15	8,713.48
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	25,000.00	.00	16,286.52	65.15	8,713.48
		=====	=====	=====	=====	=====
	CAP OUTLAY SAVINGS/LOST TOTAL	25,000.00-	.00	10,004.73-	40.02	14,995.27-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	AIRPORT TOTAL (REV LESS EXP)	165,570.00-	7,124.87-	49,383.78-	29.83	116,186.22-
		=====	=====	=====	=====	=====



City of Independence  
Airport Board  
MEMORANDUM

Item #10.

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**TO:** Airport Board  
**FROM:** Brett Soukup  
**DATE OF MEETING:** December 4, 2024  
**SUBJECT:** January 1, 2025 meeting

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**BACKGROUND:**

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

**RECOMMENDATION:**

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