



# AIRPORT BOARD MEETING

Wednesday, September 04, 2024 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. FBO Update
9. Revenues and Expenses to Date

### ADJOURNMENT

This agenda is subject to change.



**Wednesday, August 7, 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 5.04 pm** by Chairman Dan Callahan.

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

Absent – Rottinghaus (excused)

**Other attendees: None**

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

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

**Public comment:** none

**NEW BUSINESS**

**Engineer Update** – Carl from Bolton and Menk is in attendance. The tie downs aren't draining, contractor will be back to fix them. The lighting was delayed by the weather in other places. Voltmer is hoping to be here in Sept. They have everything they need to get started. The SWIP was added for the new pavement in addition to ours being outdated.

**Chairman/City Manager Update** – Matt not in attendance. Dan's concern was the electrical that Carl addressed.

**Airport Manager Update-** Brett's report was accepted.

**FBO Update** – Dylan's report was accepted. Dylan introduced Taylor Thul who will be taking over when Dylan leaves Sept/Oct timeframe. P & N are still working on the Military Program, not sure where they are with it or what their overall promotion/advertising will look like.

**Revenues and expenses to date** – Everything looks good. Ended up with approximately \$20,000 remaining for the last fiscal year.

**Additional Comments-** Jones went to a presentation given by Mike Jones that he distributed to other members about how to run an effective airport. We are on track on a lot of these ideas.

Also, mud jacking was discussed – not eligible for grants, but can be looked into at a later date if needed. We are back to saving our entitlement funds. City currently does not have funding for much, but we can save up to \$600,000 (4 years worth). The lighting project used entitlement funds and that was charged to FY24.

**Adjournment time was at 5:47 pm:** Motion- Pilcher Second- Payne Ayes- All

Respectfully submitted,  
Janet Payne



**CITY OF INDEPENDENCE  
AIRPORT BOARD  
MEMORANDUM**

Item #7.

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**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Manager  
**DATE OF MEETING:** September 4<sup>th</sup>, 2024  
**ITEM TITLE:** Report – (September 2024 Airport Report)

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Fuel Sales Update

- 100LL –1,668 gal
- Jet A –1,916 gal.
  
- Grounds:
  - Mowing
  - Light bulb replacement on the airfield.
  
- Equipment:
  - John Deere tractor has had a couple of maintenance items done.
  
- Miscellaneous:
  - The airport has had a few leases turnover in the T-hangers in the past few months. I have decided that if time allows before someone moves into the hangar, I need to wash the walls and the floor. Some of these hangers have a lot of dust and cobwebs that need to be addressed. I have been able to clean 6 T-hangers due to people moving out or people having their planes serviced and their hangar is pretty much empty. This has been a great improvement to the hangers. We do not have any hangers open for rent currently.
  - We had a Gulfstream come in with some business people going to a neighboring town to conduct business.
  - The Independence Fire Department came out for a tour of the airport to discuss safety items, and how we would handle things.

Independence Airport

FBO Manager

Airport Board,

#### Traffic:

- ✘ We have seen an increase in transit traffic in correlation with the nice weather.

#### Testing Center:

- ✘ The testing centers available is still Monday through Wednesday, 8AM to 4PM.
- ✘ We had five testers and two I9 appointments this month.

#### Training:

- ✘ This month we had 70 hours of Flight Instruction, 4 hours of Pilot Aircraft rentals, 1 hours of air tours, and 3 hours of student solo time. That's a total of 78 hours of flight time, a 1,038% increase from last August.
- ✘ We Had two more First solos this month Myka, and Katelyn
- ✘ Dylans last day was last Friday 8/30/24. Taylor Thul is full time instructor while Malcolm Cleope and Tim Maroney are still instructing part time.

#### Maintenance:

- ✘ We are still offering a 15% discount to first-time maintenance customers.
- ✘ We have received P&N and third-party transit traffic from Marion, for maintaince work.



**City of Independence  
Airport Board  
MEMORANDUM**

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**TO:** Airport Board  
**FROM:** Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF MEETING:** September 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 8/2024, FISCAL 2/2025**

**PCT OF FISCAL YTD 16.6%**

Item #9.
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ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	100.00	5,100.00	18.03	23,180.00
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	1,600.00	13.01	10,700.00
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	.00	.00	.00	.00	.00
001-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
001-280-4715	REFUNDS	.00	.00	.00	.00	.00
001-280-4750	MERCHANDISE SALES	130,000.00	30,137.53	48,963.35	37.66	81,036.65
	<b>AIRPORT TOTAL</b>	<b>189,578.00</b>	<b>31,037.53</b>	<b>55,663.35</b>	<b>29.36</b>	<b>133,914.65</b>
	<b>TOTAL REVENUE</b>	<b>189,578.00</b>	<b>31,037.53</b>	<b>55,663.35</b>	<b>29.36</b>	<b>133,914.65</b>
001-280-6010	SALARIES - FULL-TIME	61,959.00	4,766.40	9,483.11	15.31	52,475.89
001-280-6020	SALARIES - PART-TIME	3,000.00	305.50	655.38	21.85	2,344.62
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	.00	311.16	23.90	990.84
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	153.84	15.38	846.16
001-280-6170	UNEMPLOYMENT COMPENSATION	.00	226.67	306.69	.00	306.69
001-280-6181	UNIFORM ALLOWANCE	300.00	.00	.00	.00	300.00
001-280-6184	CELL PHONE ALLOWANCES	600.00	50.00	100.00	16.67	500.00
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	346.93	6.94	4,653.07
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	969.39	969.39	9.69	9,030.61
001-280-6331	VEHICLE OPERATIONS	5,000.00	84.09	908.82	18.18	4,091.18
001-280-6332	VEHICLE REPAIRS	5,000.00	2,023.87	2,023.87	40.48	2,976.13
001-280-6371	ELECTRIC/GAS UTILITIES	21,000.00	918.12	1,725.83	8.22	19,274.17
001-280-6372	GARBAGE/RECYCLING	3,750.00	299.48	647.16	17.26	3,102.84
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,200.00	202.85	406.62	18.48	1,793.38
001-280-6399	OTHER MAINTENANCE/REPAIR	2,000.00	.00	.00	.00	2,000.00
001-280-6407	ENGINEERING	2,500.00	.00	.00	.00	2,500.00
001-280-6408	PROPERTY & CASUALTY INSURANCE	32,084.00	.00	.00	.00	32,084.00
001-280-6409	JANITORIAL	1,500.00	198.00	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	1,272.57	2,256.21	18.05	10,243.79
001-280-6503	MERCHANDISE FOR RE-SALE	120,000.00	21,668.34	54,897.78	45.75	65,102.22
001-280-6506	OFFICE SUPPLIES	2,500.00	290.00	290.00	11.60	2,210.00
001-280-6507	OPERATING SUPPLIES	2,000.00	40.00	184.11	9.21	1,815.89
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
	<b>AIRPORT TOTAL</b>	<b>296,795.00</b>	<b>33,392.20</b>	<b>75,879.42</b>	<b>25.57</b>	<b>220,915.58</b>

**BUDGET REPORT**  
**CALENDAR 8/2024, FISCAL 2/2025**

**PCT OF FISCAL YTD 16.6%**

Item #9.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	296,795.00	33,392.20	75,879.42	25.57	220,915.58
	GENERAL FUND TOTAL	=====	=====	=====	=====	=====
		107,217.00-	2,354.67-	20,216.07-	18.86	87,000.93-
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	2.48	.00	2.48-
	AIRPORT TOTAL	-----	-----	-----	-----	-----
		.00	.00	2.48	.00	2.48-
	TOTAL REVENUE	-----	-----	-----	-----	-----
		.00	.00	2.48	.00	2.48-
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	2.48	.00	2.48-
		=====	=====	=====	=====	=====
112-280-6110	FICA - CITY/AIRPORT	5,069.00	375.92	774.71	15.28	4,294.29
112-280-6130	IPERS - CITY/AIRPORT	6,256.00	.00	.00	.00	6,256.00
112-280-6131	WORKERS COMP/AIRPORT	1,289.00	.00	.00	.00	1,289.00
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	1,426.90	2,574.45	15.38	14,164.55
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	210.82	254.81	6.37	3,745.19
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	2,013.64	3,603.97	10.81	29,749.03
	TOTAL EXPENSES	-----	-----	-----	-----	-----
		33,353.00	2,013.64	3,603.97	10.81	29,749.03
	EMPLOYEE BENEFITS TOTAL	=====	=====	=====	=====	=====
		33,353.00	2,013.64	3,603.97	10.81	29,749.03
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00



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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

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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**  
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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	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	16,286.52-	65.15	8,713.48-
	AIRPORT TOTAL (REV LESS EXP)	165,570.00-	4,368.31-	40,104.08-	24.22	125,465.92-