



# AIRPORT BOARD MEETING

Wednesday, May 01, 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. Craig Schutte Memorial
10. Revenues and Expenses to Date

### ADJOURNMENT

This agenda is subject to change.



**Wednesday, April 3, 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 5.00 pm** by Chairman Dan Callahan.

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

Absent-None

**Other attendees: None**

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

**Approve the Minutes:** Motion- Pilcher                      Second- Rottinghaus                      Ayes- All  
 approve the corrected minutes of the prior meeting.

**Public comment:** none

**NEW BUSINESS**

**Engineer Update:** Carl was unavailable. Brett reported there are a couple of overages that need to be addressed with the North Apron. The lights are in, and they will start work after the Crop dusters are done in the fall.

**Chairman/City Manager Update:** Matt - Young Eagles event has been canceled. They felt there was not enough support here to support it properly. Sounds like the other reasons were never brought to our attention as far as we know, so maybe they were just looking for an excuse not to do it here.

**Airport Manager Update:** Brett submitted his report – accepted. The discussion moved to leases. Brett will review and sign off. Will get current email addresses and email the rules and regulations.

**FBO Update:** Dylan went over his report. – accepted. Cole and Jackie spoke regarding P & N being approved as an approved service for military personnel who can now get up to \$4,000 per year in phases to finish their license training with no out-of-pocket money from those who apply.

**FBO Lease:** The initial agreement was for 3 years with additional one-year agreements for three years. This will expire in Sept of 2026. It was discussed that it was too soon to go through the RFP currently, but it will be pursued further at a later date. General discussion included P & N signage, hesitancy on fuel distributions, staffing costs, and general things like cones, tow bar, etc.

**Revenues and expenses to date:** no questions about the past month – looked at balances.

**Adjournment time was at 5:27 pm:** Motion-Payne      Second-Pilcher      Ayes- All

Respectfully submitted,  
Janet Payne



## CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

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**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Manager  
**DATE OF MEETING:** May 1st, 2024  
**ITEM TITLE:** Report – (May 2024 Airport Report)

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### Fuel Sales Update

- 100LL – 1,217 gal
- Jet A – 459 gal.
  
- Grounds:
  - Started mowing for the season.
  - Light bulb replacement on the airfield.
  
- Equipment:
  - We had to put a new battery in the small mower.
  
- Miscellaneous:
  - The window sashes are installed.
  - I was able to attend the IPAA conference in Ceder Falls this year.
  - The City and P&N held the Cub Scouts out at the airport for a tour and to learn more about aviation. They were able to get in two different planes that P&N had set out for them to look at. 17 kids attended this event.
  - They were able to come out and do the painting for the center line and paint the stall in the parking lot for the North apron.
  - The engineers came out and we started a punch list for the North Apron. There are a bunch of rocks in concrete chunks all over the place that they need to come back and pick up and there is some backfilling that has settled that they need to address as well.

Independence Airport

FBO Manager

Airport Board,

#### Traffic:

- ✂ Relatively quite as far as transient traffic through the area

#### Testing Center:

- ✂ The testing centers available is now Monday through Wednesday, 8AM to 4PM.
- ✂ We administer 22 tests and five I9 verifications this month.

#### Training:

- ✂ Between Intro flights, dual instruction, student solos, and the wind there was 30 hours of flight time in April.

#### Maintenance:

- ✂ We are still offering a 15% discount to first-time maintenance customers.
- ✂ Mechanics continued working on more aircraft from Marion this month.



**City of Independence  
Airport Board  
MEMORANDUM**

Item #9.

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**TO:** Airport Board  
**FROM:** Brett Soukup  
**DATE OF MEETING:** May 1, 2024  
**SUBJECT:** Craig Schutte Memorial

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**BACKGROUND:**

The Schutte Family has contacted me about wanting to put a memorial at the airport in honor of Craig Schutte. The family wants to put a bench with a plaque with Craig's name on it.

**RECOMMENDATION:**

Staff recommends that the airport board discuss this and make a recommendation to proceed to send this to the council for final approval. This memorial would be best suited just outside the door that goes out to the airfield where everyone who flies in and out will have an opportunity to see it.



City of Independence  
Airport Board  
MEMORANDUM

Item #10.

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**TO:** Airport Board  
**FROM:** Susi Lampe, laCMC, laCFO – City Clerk/Treasurer  
**DATE OF MEETING:** May 1, 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 4/2024, FISCAL 10/2024

PCT OF FISCAL YTD 83.39

Item #10.

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	16,078.46	122.20	2,920.46-
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	800.00	8,000.00	65.04	4,300.00
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	6.00	.00	21.00	350.00	15.00-
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	4,082.93	100,825.77	100.83	825.77-
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	AIRPORT TOTAL	153,759.00	4,882.93	131,600.23	85.59	22,158.77
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	TOTAL REVENUE	153,759.00	4,882.93	131,600.23	85.59	22,158.77
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001-280-6010	SALARIES - FULL-TIME	60,144.00	4,627.20	48,557.20	80.73	11,586.80
001-280-6020	SALARIES - PART-TIME	3,000.00	71.88	2,019.67	67.32	980.33
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	151.83	405.17	31.12	896.83
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	807.66	80.77	192.34
001-280-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	315.00	58.33	225.00
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	30.56	512.62	10.25	4,487.38
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	.00	12,964.31	129.64	2,964.31-
001-280-6331	VEHICLE OPERATIONS	5,000.00	107.88	4,480.18	89.60	519.82
001-280-6332	VEHICLE REPAIRS	5,000.00	275.26	1,244.98	24.90	3,755.02
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	1,233.34	12,256.07	61.28	7,743.93
001-280-6372	GARBAGE/RECYCLING	3,000.00	302.76	2,846.24	94.87	153.76
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	202.28	1,722.85	82.04	377.15
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	24,801.51	26,250.51	112.95	3,009.51-
001-280-6409	JANITORIAL	1,500.00	.00	364.63	24.31	1,135.37
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	1.25	1.25	98.75
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	.00	330.00	66.00	170.00
001-280-6498	REFUNDS	.00	.00	.00	.00	.00
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	665.69	9,268.59	74.15	3,231.41
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	.00	106,285.57	132.86	26,285.57-
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	52.75	714.48	35.72	1,285.52
001-280-6510	SPECIAL & SAFETY EQUIPMENT	250.00	.00	70.64	28.26	179.36
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
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	AIRPORT TOTAL	245,177.00	32,644.86	231,680.14	94.50	13,496.86
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**BUDGET REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024****PCT OF FISCAL YTD 83.3%**

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	32,644.86	231,680.14	94.50	13,496.86
		=====	=====	=====	=====	=====
	GENERAL FUND TOTAL	91,418.00-	27,761.93-	100,079.91-	109.48	8,661.91
		=====	=====	=====	=====	=====
018-280-4300	INTEREST	.00	.00	22.00	.00	22.00-
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	AIRPORT TOTAL	.00	.00	22.00	.00	22.00-
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	TOTAL REVENUE	.00	.00	22.00	.00	22.00-
018-280-6710	CAPITAL VEHICLES-AIRPORT REPL	.00	.00	.00	.00	.00
018-280-6727	CAPITAL EQUIPMENT-AIRPORT REPL	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	AIRPORT REPLACEMENT FUND TOTA	.00	.00	22.00	.00	22.00-
		=====	=====	=====	=====	=====
112-280-6110	FICA - CITY/AIRPORT	4,931.00	364.84	3,840.01	77.87	1,090.99
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	457.93	4,812.69	79.10	1,271.31
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	13,581.12	73.53	4,887.88
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	74.21	593.79	14.84	3,406.21
112-280-6182	VEHICLE ALLOWANCE	.00	.00	.00	.00	.00
112-280-6184	CELL PHONE ALLOWANCES	.00	.00	.00	.00	.00
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	AIRPORT TOTAL	34,933.00	2,179.80	22,852.37	65.42	12,080.63
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	TOTAL EXPENSES	34,933.00	2,179.80	22,852.37	65.42	12,080.63
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	34,933.00	2,179.80	22,852.37	65.42	12,080.63
		=====	=====	=====	=====	=====
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024****PCT OF FISCAL YTD 83.39**

Item #10.

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 4/2024, FISCAL 10/2024****PCT OF FISCAL YTD 83.3%**

Item #10.

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 4/2024, FISCAL 10/2024****PCT OF FISCAL YTD 83.3%**

Item #10.

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
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	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	59.56	2,444.42	3.15	75,145.58
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	AIRPORT TOTAL	91,590.00	59.56	2,444.42	2.67	89,145.58
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	91,590.00	59.56	2,444.42	2.67	89,145.58
		=====	=====	=====	=====	=====
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	59.56-	2,444.42-	2.67	89,145.58-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	AIRPORT TOTAL (REV LESS EXP)	217,941.00-	30,001.29-	125,354.70-	57.52	92,586.30-
		=====	=====	=====	=====	=====