



## AIRPORT BOARD MEETING

Wednesday, December 06, 2023 at 5:00 AM

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. CIP Review
7. Chairman/City Manager Update
8. Airport Manager Update
9. FBO Update
10. Revenues and Expenses to Date
11. January 3rd meeting

#### ADJOURNMENT

This agenda is subject to change.

Wednesday, November 1, 2023 Airport Board Minutes Airport Terminal Room

The meeting was called to order at 4:59 pm by Chairman Dan Callahan with Pilcher, Rottinghaus, Payne and Callahan present. Maximovich absent. Also in attendance was Mayor Bleichner and City Attorney Doug Herman.

Pilcher moved to approve the agenda, Rottinghaus second. All Ayes.

Pilcher moved to accept the minutes of the September 6, 2023 minutes, Callahan second. All Ayes  
There was no quorum in October, so no meeting was held.

**New Business –**

Engineer's Update – Carl from Bolton Menk was present. No changes to electrical project – it is still scheduled for next year. Taxiway, runways, papi's, LED lights have most of the materials here - just waiting to do it all at once. The concrete is coming along, with good weather, should be finished shortly with minor changes and seeding to be this spring.

CIP Review – After discussion, Pilcher moved and Rottinghaus second to go with what was presented in the CIP for the next year. All ayes. We still have until Christmas to think if we want any other changes, before sending it to the FAA.

City Manager/Chairman Update – Nothing other than working with Nikki at Chamber on pamphlets, packages, and promotions for the Airport and the City.

Airport Manager Update – Brett went over his report and noted the 100 low lead hose is damaged. It was also mentioned to proceed to rent out the T-hangar from September. Once the T hangar lease is filled, we will be full again. Report was accepted.

FBO update – Annabelle went over the P&N report. Traffic has been slow. Maintenance has been done, Chili Fly-In on Nov 4 and Young Eagles have expressed interest in working with us again. They are looking again for a May date and it was encouraged by the board to work with John again.

Rules and Regulations – The board went over the rules and regulations and had a few things to change, mostly wording to clarify things better. The Mayor and City Attorney gave feedback and will go over it with changes again for the board to review.

Revenues and Expenses – To date it all looks good having just really started with the new fiscal year.

Motion to Adjourn by Pilcher, second by Rottinghaus. Meeting adjourned at 6:30. All ayes.

Respectfully submitted,

Janet Payne



City of Independence  
Airport Board  
MEMORANDUM

Item #6.

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**TO:** Airport Board  
**FROM:** Brett Soukup  
**DATE OF MEETING:** October 4, 2023  
**SUBJECT:** (CIP) Airport Improvement Program

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**BACKGROUND:**

The attached spreadsheet is a snapshot of what is tentatively planned for Airport Improvement Program (AIP) funding for the airport. This is by no means a guarantee of how projects will happen but rather the best projection right now, especially for anything shown after FY 2024 this may differ from year to year.

**RECOMMENDATION:**

For the airport board to make a recommendation to send the CIP to council for approval to be sent to the FAA.

Airport

FAA Identifier

## FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

Please attach the following documents with your application.

- ☒ Sponsor Identification Sheet for the Airport
- ☒ Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- ☒ Five-Year CIP
- ☒ Long-Range Needs Assessment
- ☐ Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- ☒ Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- ☐ Verification of completed land acquisition or signed purchase agreement
- ☒ Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- ☐ If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- ☐ If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- ☐ If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- ☐ For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
  - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
  - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
  - 3) Justification for the project.
- ☒ System for Award Management (SAM) registration is up to date ([www.sam.gov](http://www.sam.gov))

Please e-mail this form with supporting documents identified in the checklist to [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us).

Attn.: Program Manager  
Aviation Bureau  
Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

E-mail: [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us)  
FAX: 515-233-7983  
Phone: 515-239-1048

**AIRPORT SPONSOR IDENTIFICATION SHEET**

**\*\*\* PLEASE ONLY SUBMIT IT YOU HAVE CHANGES FROM PREVIOUS YEAR. \*\*\***

Airport Name: Independence Municipal Airport

Airport sponsor(s) Name: City of Independence

Contact Person: Brett Soukup

Title: Airport Manager

Email Address: airportmgr@independenceia.org

Physical Mailing Address: 331 1st Street E.

P.O. Box (if applicable): \_\_\_\_\_

City: Independence

State: IA

ZIP Code: 50644

Phone: (319) 332-1417

U.S. Congressional District Number: Iowa District 1

Tax Identification Number: 42-6004793

Dun and Bradstreet Number (DUNS): 050888643

You **must** have a current System for Award Management (SAM) registration to receive a grant.  
Register at: \_\_\_\_\_

**Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at [jeff.deitering@faa.gov](mailto:jeff.deitering@faa.gov).**

## FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Item #6.

Attach additional sheets if necessary.

Airport Name, LOCID, City, State: Independence Municipal, IIB, Independence, Iowa

Prepared by: Bolton & Menk

Sponsor's E-mail: airportmgr@independenceia.org

Date Prepared: 11/20/2023

Sponsor's Signature: \_\_\_\_\_

Sponsor's Phone: (319) 332-0118

Printed Name: Matthew R. Schmitz

FY	Detailed Project/Scope Description	Funding Source	Total Estimated Cost
2025	Airport Master Plan/ALP	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	100,000.00 200,000.00  33,333.00 333,333.00
2026	Rehabilitate Runway and Parallel Taxiway (Joint and Crack Sealing) LCD 2007, 2008, 2009	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	91,000.00 449,000.00  60,000.00 600,000.00
2027	Wildlife Study (Iowa DOT Funded)	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	  34,000.00 6,000.00 40,000.00
2028	Rehabilitate Apron Pavement LCD 2007, 2008, 2010	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	300,000.00   33,333.00 333,333.00
2029	T-Hangar	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	315,000.00  300,000.00 485,000.00 1,100,000.00

**LONG-RANGE NEEDS ASSESSMENT  
YEARS SIX TO 20**  
Attach additional sheets if necessary.

Item #6.

Airport name Independence Municipal Airport

Estimated FY	Description of project	Funding source	Total estimated cost
	Wildlife Fencing	Federal \$	1,350,000.00
		BIL \$	0.00
		State \$	0.00
		Local \$	150,000.00
		Total \$	1,500,000.00
		Federal \$	0.00
		BIL \$	0.00
		State \$	0.00
		Local \$	0.00
		Total \$	0.00
		Federal \$	0.00
		BIL \$	0.00
		State \$	0.00
		Local \$	0.00
		Total \$	0.00
		Federal \$	0.00
		BIL \$	0.00
		State \$	0.00
		Local \$	0.00
		Total \$	0.00

# FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

CIP DATA

Item #6.

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Independence Municipal, IIB, Independence, Iowa		
<b>AIP Project Type:</b>	Airport Master Plan/ALP		
<b>Local Priority:</b>	1 - Very High	<b>Fed. Share (AIP):</b>	\$ 100,000.00
<b>FFY Requested:</b>	2025	<b>Fed. Share (BIL-AIG):</b>	\$ 200,000.00
<b>NEPA Determination:</b>	See Below	<b>State Share:</b>	\$ 0
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.</b>		<b>Local Share:</b>	\$ 33,333.00
		<b>Total Project Cost:</b>	\$ 333,333.00
<p><b>Project Description:</b> This project will provide for update of the ALP plan sheets and ALP narrative.</p> <p><b>Justification:</b> The last master plan for the Independence Municipal Airport was completed in 2013. The only projects left on the previous master plan are hangar projects. A new master plan is needed so that the airport can develop its next priorities of the next 10+ years.</p> <p><b>ALP Verification:</b> The proposed improvements are shown on the current ALP.</p> <p><b>NEPA Categorical Exclusion or Date of Environmental Determination:</b> The proposed improvements are CE per FAA Order 1050.1F paragraphs 5-6.1.p.</p> <p><b>Clear Approaches per FAA AC 150/5300-13 and FAA Order 8260.3:</b> Approaches are clear.</p> <p><b>Property Ownership:</b> All land needed for this project is currently owned by the airport as shown in the current exhibit A.</p>			
SPONSOR SIGNATURE BLOCK			
<b>Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>	Matthew R. Schmitz	<b>Title:</b>	City Manager
<b>Phone Number:</b>	(319) 332-0118	<b>Email:</b>	airportmgr@independenceia.org



Real People. Real Solutions.

### AIRPORT MASTER PLAN UPDATE

		TOTAL	Federal	90%	State	0%	Local	10%
PROJECT DEVELOPMENT / SCOPING	\$	23,000.00	\$	20,700.00	\$	-	\$	2,300.00
PLANNING/ENGINEERING	\$	298,333.33	\$	268,500.00	\$	-	\$	29,833.33
GRANT ADMINISTRATION	\$	4,000.00	\$	3,600.00	\$	-	\$	400.00
ESTIMATED CITY ADMINISTRATION	\$	8,000.00	\$	7,200.00	\$	-	\$	800.00
<b>AIRPORT MASTER PLAN UPDATE</b>	<b>\$</b>	<b>333,333.33</b>	<b>\$</b>	<b>300,000.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>33,333.33</b>

# FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

CIP DATA

Item #6.

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Independence Municipal, IIB, Independence, Iowa		
<b>AIP Project Type:</b>	Rehabilitate Runway and Parallel Taxiway		
<b>Local Priority:</b>	1 - Very High	<b>Fed. Share (AIP):</b>	\$ 91,000.00
<b>FFY Requested:</b>	2026	<b>Fed. Share (BIL-AIG):</b>	\$ 449,000.00
<b>NEPA Determination:</b>	See Below	<b>State Share:</b>	\$ 0
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.</b>		<b>Local Share:</b>	\$ 60,000.00
		<b>Total Project Cost:</b>	\$ 600,000.00
<p><b>Project Description:</b> This project will provide joint sealing, crack sealing and panel replacements on Runway 18/36 and parallel taxiway.</p> <p><b>Justification:</b> Runway 18 has a PCIs of 87 and 95 with an LCD of 04/2007 and 06/2008. The parallel taxiway has PCIs ranging from 91 to 95. The pavement has LCD from 06/2007 and 06/2009. The pavement is exhibiting joint seal damage and the existing joint sealant needs to be removed and replaced to preserve and extend the useful life of the pavement. PCC panel repairs will be made where appropriate. Crack sealing will be provided as appropriate.</p> <p><b>ALP Verification:</b> The proposed improvements are shown on the current ALP.</p> <p><b>NEPA Categorical Exclusion or Date of Environmental Determination:</b> The proposed improvements are CE per FAA Order 1050.1F paragraphs 5-6.4.e.</p> <p><b>Clear Approaches per FAA AC 150/5300-13 and FAA Order 8260.3:</b> Approaches are clear.</p> <p><b>Property Ownership:</b> All land needed for this project is currently owned by the airport as shown in the current exhibit A.</p>			
<b>SPONSOR SIGNATURE BLOCK</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>	Matthew R. Schmitz	<b>Title:</b>	City Manager
<b>Phone Number:</b>	(319) 332-0118	<b>Email:</b>	airportmgr@independenceia.org

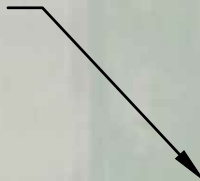
RUNWAY/TAXIWAY PAVEMENT MAINTENANCE									
No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal 90%	State 0%	Local 10%	
1	MOBILIZATION	1	LS	\$ 20,300.00	\$ 20,300.00	\$ 18,270.00	\$ -	\$ 2,030.00	
2	TRAFFIC CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ -	\$ 1,000.00	
3	PAVEMENT REMOVAL	400	SY	\$ 30.00	\$ 12,000.00	\$ 10,800.00	\$ -	\$ 1,200.00	
4	CRUSHED AGGREGATE BASE COURSE	400	SY	\$ 3.00	\$ 1,200.00	\$ 1,080.00	\$ -	\$ 120.00	
5	PORTLAND CEMENT CONCRETE PAVEMENT	400	SY	\$ 182.00	\$ 72,800.00	\$ 65,520.00	\$ -	\$ 7,280.00	
6	JOINT SEALANT	127,000	LF	\$ 2.60	\$ 330,200.00	\$ 297,180.00	\$ -	\$ 33,020.00	
6	CRACK SEALANT	1,000	LF	\$ 3.50	\$ 3,500.00	\$ 3,150.00	\$ -	\$ 350.00	
7	SPALL REPAIR	500	SF	\$ 100.00	\$ 50,000.00	\$ 45,000.00	\$ -	\$ 5,000.00	
Subtotal					\$ 500,000.00	\$ 450,000.00	\$ -	\$ 50,000.00	
PROJECT DEVELOPMENT / SCOPING					\$ -	\$ -	\$ -	\$ -	
DESIGN ENGINEERING					\$ 45,000.00	\$ 40,500.00	\$ -	\$ 4,500.00	
CONSTRUCTION ENGINEERING					\$ 45,000.00	\$ 40,500.00	\$ -	\$ 4,500.00	
GRANT ADMINISTRATION					\$ 8,000.00	\$ 7,200.00	\$ -	\$ 800.00	
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN					\$ -	\$ -	\$ -	\$ -	
ESTIMATED CITY ADMINISTRATION					\$ 2,000.00	\$ 1,800.00	\$ -	\$ 200.00	
<b>RUNWAY/TAXIWAY PAVEMENT MAINTENANCE</b>					<b>\$ 600,000.00</b>	<b>\$ 540,000.00</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>	



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Item #6.

PAVEMENT  
REHABILITATION  
AREA



## December 2023 Airport Report

Fuel - Fuel Sales Update

O 100LL –1,090 gal.

O Jet A –1,513 gal.

- Grounds: We have been moving dirt around different places on the airport to fill in different holes.
- Equipment: We purchased running boards for the pickup truck. The truck sits up so much that I am worried that the seat will get worn out before it needs to be from sliding in and out.
- Miscellaneous: The DNR came out to do a site visit for North Apron. This was to ensure that the contractor had the SWEEP and paperwork filled out for this project. We also discussed the SWWIP for the airport. This will outline all the places where spills will and can happen. We are supposed to have a book put together for this as well. I was able to find the old book that was put together in the early 90s. I just went ahead and started putting a new updated book together. When this gets done, we can apply for the new permit that we will need to renew yearly. This process is very lengthy, but I was able to do a good majority of the work. I sent this on to Bolton & Menk for review.
- The North apron is just about done, all that's left to do is painting and the fence around the outside. They came on November 21<sup>st</sup> to do the seeding just before the snow.
- All the utilities are fixed and working.
- I have been working on the revisions to the rules and regulations.
- We received a load of 100LL which was a little over 6,700 gallons.
- Traffic has been steady and in the last couple of weeks we have seen an increase in jet traffic and jet fuel sales.

Independence Airport

FBO Manager

Airport Board,

#### Traffic:

- ✘ Priestler Aviation has been chartering customers to Independence twice a week for the last two weeks.

#### Events:

- ✘ Finally had beautiful weather for our November Fly-In! Had a steady turnout, about 25 people paid and received helicopter and plane rides.
- ✘ Excited to prepare for our next event!

#### Testing Center:

- ✘ There were no testers to proctor this month.
- ✘ One I9 verification this month.

#### Training:

- ✘ Dylan our new CFII started company training the last week of November. He will be at our Independence location twice a week after the first of the year.

#### Maintenance:

- ✘ We are still offering a 15% discount to first-time maintenance customers.
- ✘ Mechanics have been keeping busy repairing company aircraft.
- ✘ An annual inspection and ELT replacement was completed this month for a Light Sport Jabiru for a customer based out of Marion.
- ✘ One of IIB's tenants received repairs to a wheel pant and oil/oil filter change.



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:** December 6, 2023  
**SUBJECT:** Revenues and Expenses to date – *Information Only*

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**BACKGROUND:**

Attached is documentation showing the Revenues and Expenses for November 2023 and December 2023 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.

# Airport Budget



# BUDGET REPORT

## CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	5,380.00	19.02	22,900.00
001-280-4311	FARM LEASE	13,158.00	.00	.00	.00	13,158.00
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	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	9,553.84	70,367.81	70.37	29,632.19
	AIRPORT TOTAL	153,759.00	10,353.84	80,348.81	52.26	73,410.19
	TOTAL REVENUE	153,759.00	10,353.84	80,348.81	52.26	73,410.19
001-280-6010	SALARIES - FULL-TIME	60,144.00	4,627.20	23,107.60	38.42	37,036.40
001-280-6020	SALARIES - PART-TIME	3,000.00	90.63	1,394.65	46.49	1,605.35
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	.00	.00	.00	1,302.00
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.92	384.60	38.46	615.40
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	90.00	16.67	450.00
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	21.47	45.43	.91	4,954.57
001-280-6320	GROUPS/RUNWAY MAINT & REPAIR	10,000.00	3,245.44	11,830.51	118.31	1,830.51-
001-280-6331	VEHICLE OPERATIONS	5,000.00	102.25	1,944.61	38.89	3,055.39
001-280-6332	VEHICLE REPAIRS	5,000.00	72.00	72.00	1.44	4,928.00
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	975.11	3,775.87	18.88	16,224.13
001-280-6372	GARBAGE/RECYCLING	3,000.00	268.54	1,332.97	44.43	1,667.03
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	.00	731.48	34.83	1,368.52
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	99.86	299.48	19.97	1,200.52
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	.00	.00	100.00
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	1,437.07	6,239.95	49.92	6,260.05
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	.00	56,116.16	70.15	23,883.84
001-280-6506	OFFICE SUPPLIES	500.00	211.31	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	106.96	332.91	16.65	1,667.09
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	11,379.76	109,409.74	44.62	135,767.26

# BUDGET REPORT

## CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	11,379.76	109,409.74	44.62	135,767.26
	GENERAL FUND TOTAL	91,418.00-	1,025.92-	29,060.93-	31.79	62,357.07-
018-280-4300	INTEREST	.00	2.40	12.24	.00	12.24-
	AIRPORT TOTAL	.00	2.40	12.24	.00	12.24-
	TOTAL REVENUE	.00	2.40	12.24	.00	12.24-
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	2.40	12.24	.00	12.24-
112-280-6110	FICA - CITY/AIRPORT	4,931.00	354.57	1,842.71	37.37	3,088.29
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	445.35	2,312.99	38.02	3,771.01
112-280-6131	WORKERS COMP/AIRPORT	1,449.00	.00	.00	.00	1,449.00
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	18,469.00	1,433.33	7,167.02	38.81	11,301.98
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	83.00	305.00	7.63	3,695.00
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	2,316.25	11,627.72	33.29	23,305.28
	TOTAL EXPENSES	34,933.00	2,316.25	11,627.72	33.29	23,305.28
	EMPLOYEE BENEFITS TOTAL	34,933.00	2,316.25	11,627.72	33.29	23,305.28
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 11/2023, FISCAL 5/2024**

PCT OF FISCAL YTD 41.6%

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 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

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 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

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
	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	.00	.00	.00	77,590.00
	AIRPORT TOTAL	91,590.00	.00	.00	.00	91,590.00
	TOTAL EXPENSES	91,590.00	.00	.00	.00	91,590.00
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	.00	.00	.00	91,590.00-
	AIRPORT TOTAL (REV LESS EXP)	217,941.00-	3,339.77-	40,676.41-	18.66	177,264.59-

# BUDGET REPORT

## CALENDAR 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	5,380.00	19.02	22,900.00
001-280-4311	FARM LEASE	13,158.00	.00	.00	.00	13,158.00
001-280-4312	FIXED BASED OPERATOR LEASE	12,300.00	.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	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	2,283.57	72,651.38	72.65	27,348.62
	AIRPORT TOTAL	153,759.00	2,283.57	82,632.38	53.74	71,126.62
	TOTAL REVENUE	153,759.00	2,283.57	82,632.38	53.74	71,126.62
001-280-6010	SALARIES - FULL-TIME	60,144.00	2,313.60	25,421.20	42.27	34,722.80
001-280-6020	SALARIES - PART-TIME	3,000.00	43.75	1,438.40	47.95	1,561.60
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	.00	.00	.00	1,302.00
001-280-6143	ICMA RC - CITY SHARE	1,000.00	38.46	423.06	42.31	576.94
001-280-6184	CELL PHONE ALLOWANCES	540.00	45.00	135.00	25.00	405.00
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	45.43	.91	4,954.57
001-280-6320	GROUPS/RUNWAY MAINT & REPAIR	10,000.00	.00	11,830.51	118.31	1,830.51-
001-280-6331	VEHICLE OPERATIONS	5,000.00	.00	1,944.61	38.89	3,055.39
001-280-6332	VEHICLE REPAIRS	5,000.00	.00	72.00	1.44	4,928.00
001-280-6371	ELECTRIC/GAS UTILITIES	20,000.00	.00	3,775.87	18.88	16,224.13
001-280-6372	GARBAGE/RECYCLING	3,000.00	.00	1,332.97	44.43	1,667.03
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,100.00	.00	731.48	34.83	1,368.52
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	.00	299.48	19.97	1,200.52
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	.00	.00	.00	100.00
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	.00	6,239.95	49.92	6,260.05
001-280-6503	MERCHANDISE FOR RE-SALE	80,000.00	.00	56,116.16	70.15	23,883.84
001-280-6506	OFFICE SUPPLIES	500.00	.00	262.52	52.50	237.48
001-280-6507	OPERATING SUPPLIES	2,000.00	.00	332.91	16.65	1,667.09
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	2,440.81	111,850.55	45.62	133,326.45

# BUDGET REPORT

## CALENDAR 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	245,177.00	2,440.81	111,850.55	45.62	133,326.45
	GENERAL FUND TOTAL	91,418.00-	157.24-	29,218.17-	31.96	62,199.83-
018-280-4300	INTEREST	.00	.00	12.24	.00	12.24-
	AIRPORT TOTAL	.00	.00	12.24	.00	12.24-
	TOTAL REVENUE	.00	.00	12.24	.00	12.24-
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	12.24	.00	12.24-
112-280-6110	FICA - CITY/AIRPORT	4,931.00	177.19	2,019.90	40.96	2,911.10
112-280-6130	IPERS - CITY/AIRPORT	6,084.00	222.53	2,535.52	41.68	3,548.48
112-280-6131	WORKERS COMP/AIRPORT	1,449.00	.00	.00	.00	1,449.00
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	18,469.00	.00	7,167.02	38.81	11,301.98
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	.00	305.00	7.63	3,695.00
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	399.72	12,027.44	34.43	22,905.56
	TOTAL EXPENSES	34,933.00	399.72	12,027.44	34.43	22,905.56
	EMPLOYEE BENEFITS TOTAL	34,933.00	399.72	12,027.44	34.43	22,905.56
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

PCT OF FISCAL YTD 50.0%

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 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

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 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

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
	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	.00	.00	.00	77,590.00
	AIRPORT TOTAL	91,590.00	.00	.00	.00	91,590.00
	TOTAL EXPENSES	91,590.00	.00	.00	.00	91,590.00
	CAP OUTLAY SAVINGS/LOST TOTAL	91,590.00-	.00	.00	.00	91,590.00-
	AIRPORT TOTAL (REV LESS EXP)	217,941.00-	556.96-	41,233.37-	18.92	176,707.63-



City of Independence  
Airport Board  
MEMORANDUM

Item #11.

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**TO:** Airport Board  
**FROM:** Brett Soukup  
**DATE OF MEETING:** December 6, 2023  
**SUBJECT:** January 3, 2024 meeting

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**BACKGROUND:**

We need to 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 just like to cancel this meeting.