



## AIRPORT BOARD MEETING

Wednesday, January 07, 2026 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. Election Of Officers
6. Engineer Update
7. Chairman/City Manager Update
8. Airport Manager Update
9. Streeters Lease discussion
10. Revenues and Expenses to Date
11. 2025 Aviation Fuel Summary – *Information Only*

### ADJOURNMENT

This agenda is subject to change.



**Wednesday, December 3, 2025  
Airport Board minutes**

**City Hall Council chambers**

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

Call to Order at 5:00 p.m. by Chairman Dan Callahan.

**Roll Call:**

Present – Callahan, Rottinghaus, Payne, and Pilcher

Others in attendance – City Manager Matthew Schmitz, Airport Director Brett Soukup, Engineer Carl Byers, and Steve Streeter.

**Approve the Agenda:**

Motion – Callahan      Second – Rottinghaus      Ayes – All

**Approve the Minutes:**

Motion – Rottinghaus      Second – Payne      Ayes – All

Public Comment: None

**NEW BUSINESS**

**RFQ for Engineering Services**

Bolton & Menk were the only firm to submit a proposal for Snow Removal Equipment (SRE). The Board reviewed the scoring sheet and discussed the proposal. Based on this review, the Board recommended forwarding Bolton & Menk to the City Council for approval of the project. Additional discussion focused on the specific equipment needs of the city, including whether a tractor or payloader would be more appropriate. It was determined that a tractor equipped with a snow blower and a front-box blade would be the most efficient option for the airport's needs. This project is funded at 95% FAA participation with a 5% local match.

Motion – Pilcher      Second – Rottinghaus      Ayes – All

**Final CIP Review**

There was minimal discussion regarding the final Capital Improvement Plan (CIP) review, as it had been discussed on two prior occasions. Board members acknowledged that the CIP is a living document that may change annually.

Motion – Pilcher      Second – Rottinghaus      Ayes – All

Action to submit the final draft to the City Council for approval, allowing City staff to forward it to the FAA.

#### **Discussion Regarding Future Fuel Supply Contract.**

The City currently utilizes Avfuel for aviation fuel supply at Independence Municipal Airport. As the current agreement approaches its renewal or review period, discussions are underway regarding future fueling needs and operational requirements. Airport Director Brett Soukup reviewed Avfuel's proposal with the Board and discussed the services offered, including card processing systems, contract fuel programs, and online account management tools. The Board expressed particular interest in Avfuel's marketing and advertising support, which could help increase airport visibility and attract additional customers to IIB. Additional equipment assistance and infrastructure upgrades offered by Avfuel were also discussed. The Board acknowledged the ongoing efforts of the Airport Director in these discussions.

#### **Chairman / City Manager Update.**

City Manager Matthew Schmitz provided an update regarding hangar keepers' insurance for the airport. The city obtained a quote and elected to increase coverage limits to reflect the expanded duties of the Airport Director, who is functioning in a role similar to an FBO. The goal is to ensure adequate insurance coverage for City operations.

Chairman Callahan expressed his appreciation for the opportunity to serve on the Airport Board and thanked the City for the experience. He noted that it was time for new members and fresh perspectives to join the Board.

#### **Airport Director Update.**

The Airport Director provided a brief update on his submitted report. Regarding the RFPs currently out for mechanic services and flight instruction, two prospective operators have reached out to schedule airport tours. Due to weather conditions, these visits have been delayed. The Board viewed this interest as a positive development and looks forward to future updates.

#### **Revenues and Expenses to Date.**

The Board discussed revenues and expenses to date. It was noted that a budget amendment will be required due to increased part-time wage expenses associated with taking over office operations. City staff were aware of this adjustment at the time of the transition, and the amendment will offset the increased costs within the appropriate line item.

Adjournment Time: 6:07 p.m.

Motion – Payne      Second – Rottinghaus      Ayes – All

Submitted by,  
Airport Director



**City of Independence  
Airport Board  
MEMORANDUM**

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**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Director  
**DATE OF  
MEETING:** January 7th, 2026  
**SUBJECT:** Election Of Officers

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**BACKGROUND:**

Per the commission's bylaws and standard practice, the election of officers (President, Vice President, and Secretary) is scheduled for discussion at the January meeting. At this time, there is the possibility that one additional member may be appointed to the airport commission in the near future. Because of this, the commission may wish to consider whether to proceed with officer elections at the January meeting using the current membership or to postpone elections until the February meeting to allow participation by any additional appointees.

The Commission may choose one of the following options:

1. **Proceed with Elections**  
Elect officers (President, Vice President, and Secretary) from the currently seated Commission members at the January meeting.
2. **Postpone Elections**  
Defer the election of officers until the February meeting to allow time for potential additional board appointments.

**RECOMMENDATION:**

Staff recommendation discussion on this.



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

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**TO:** Airport Board

**FROM:** Brett Soukup, Airport Director

**DATE OF MEETING:** January 7, 2026

**ITEM TITLE:** Report – (December 3<sup>rd</sup> Airport Report)

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**Fuel Sales**

- **100LL:** 147 gallons
- **Jet A:** 187 gallons

**Equipment**

- The John Deere tractor was taken to a John Deere dealer to have all new injectors installed, along with a new wax filter sensor underneath the floorboard. This appears to have addressed most of the issues for now.
- Service the courtesy car.
- Changed blades on the small plow just before we began extensive snow removal.

**Miscellaneous**

- Two T-hangars have become available. We have spent time cleaning them; however, we have not been able to power-wash them due to cold weather.
- The office staff we hired has resigned, so we will be seeking additional help to staff weekends. Brett has been covering the office as much as possible to assist with day-to-day issues and customer needs during this absence until a replacement is found.
- We were able to get a contractor on site to repair the south windsock, which had been an ongoing issue. This repair was necessary because the internal rotating mechanism that allows the windsock to turn fully with the wind had failed and has now been corrected.
- With the holiday season, it has been difficult to meet with AVfuel to discuss remaining contract conditions. We hope to meet with them within the next few weeks to finalize the details and proceed with signing the agreement.



**City of Independence  
Airport Board  
MEMORANDUM**

Item #9.

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**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Director  
**DATE OF MEETING:** January 7th, 2026  
**SUBJECT:** Streeter Aircraft Mechanic Services

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**BACKGROUND:**

The Streeters began their contract in the Volt hangar in September 2025. The hangar is smaller than they would like, and the current arrangement is not working for them. They have submitted a written notice of their intent to terminate their lease, effective at the end of January 2026.

To continue providing aircraft mechanic services at Independence Municipal Airport (IIB), the Streeters have requested a guaranteed space in the terminal hangar, including use of the office/tool room. They have proposed keeping the rental rate the same as they're paying now for this arrangement.

**RECOMMENDATION:**

Staff recommends discussion on this topic and direction from the Commission as to whether they would like to consider allowing the Streeters to move into the terminal (large) hangar and lease a space from the City, or whether the Commission will accept the lease termination effective at the end of January 2026.

Any action related to lease approval is at the City Council's discretion. The Airport Commission's role is to review the matter and provide a recommendation to the City Council for consideration.



**City of Independence  
Airport Board  
MEMORANDUM**

Item #10.

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**TO:** Airport Board  
**FROM:** Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF**  
**MEETING:** January 7, 2026  
**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 promoting and encouraging community involvement and engagement. 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.



## City of Independence

### Budget Report

Airport as of 12-31-25

Item #10.

Percent of Fiscal YTD 50 %

#### 2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
<b>001 - GENERAL FUND</b>	<b>\$194,578.00</b>	<b>\$13,017.63</b>	<b>\$114,158.02</b>	<b>58.7%</b>	<b>\$80,419.98</b>
001-280-4310 - HANGAR RENT	\$28,280.00	\$1,612.32	\$19,010.18	67.2%	\$9,269.82
001-280-4311 - FARM LEASE	\$18,998.00	\$9,499.20	\$9,499.20	50.0%	\$9,498.80
001-280-4312 - FIXED BASED OPERATOR...	\$12,300.00	\$0.00	\$3,078.00	25.0%	\$9,222.00
001-280-4710 - REIMBURSEMENTS	\$0.00	\$0.00	\$971.86	0.0%	\$971.86
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$1,906.11	\$81,598.78	60.4%	\$53,401.22
<b>018 - AIRPORT REPLACEMENT FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10.50</b>	<b>0.0%</b>	<b>\$10.50</b>
018-280-4300 - INTEREST	\$0.00	\$0.00	\$10.50	0.0%	\$10.50
<b>323 - CAP OUTLAY SAVINGS/LOST</b>	<b>\$451,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$451,250.00</b>
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
<b>TOTAL REVENUE</b>	<b>\$645,828.00</b>	<b>\$13,017.63</b>	<b>\$114,168.52</b>	<b>17.7%</b>	<b>\$531,659.48</b>

#### 2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
<b>001 - GENERAL FUND</b>	<b>\$334,308.00</b>	<b>\$12,847.40</b>	<b>\$121,020.35</b>	<b>36.2%</b>	<b>\$213,287.65</b>
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$4,958.42	\$32,181.64	49.7%	\$32,546.36
001-280-6020 - SALARIES - PART-TIME	\$4,000.00	\$1,272.19	\$6,276.96	156...	(\$2,276.96)
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$736.01	\$1,014.92	50.7%	\$985.08
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$76.72	\$499.89	50.0%	\$500.11
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ...	\$600.00	\$50.00	\$300.00	50.0%	\$300.00
001-280-6230 - TRAINING	\$2,100.00	\$0.00	\$1,821.04	86.7%	\$278.96
001-280-6240 - ...	\$400.00	\$0.00	\$0.00	0.0%	\$400.00
001-280-6310 - BUILDING MAINT & REPAIR	\$5,000.00	\$53.05	\$544.73	10.9%	\$4,455.27
001-280-6320 - GROUNDS/RUNWAY ...	\$10,000.00	\$0.00	\$7,467.94	74.7%	\$2,532.06



## City of Independence

Item #10.

## Budget Report

Airport as of 12-31-25

Percent of Fiscal YTD 50 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$1,669.23	\$4,433.61	63.3%	\$2,566.39
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$740.61	\$1,500.53	21.4%	\$5,499.47
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$761.38	\$5,477.69	26.1%	\$15,522.31
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$213.56	\$1,278.86	56.8%	\$971.14
001-280-6399 - OTHER ...	\$2,500.00	\$0.00	\$0.00	0.0%	\$2,500.00
001-280-6407 - ENGINEERING	\$5,000.00	\$0.00	\$0.00	0.0%	\$5,000.00
001-280-6408 - PROPERTY & CASUALTY ...	\$54,930.00	\$255.00	\$2,008.00	3.7%	\$52,922.00
001-280-6409 - JANITORIAL	\$1,500.00	\$244.75	\$263.02	17.5%	\$1,236.98
001-280-6412 - MEDICAL EXPENSE - ...	\$50.00	\$0.00	\$0.00	0.0%	\$50.00
001-280-6413 - PAYMENTS TO OTHER ...	\$600.00	\$130.00	\$130.00	21.7%	\$470.00
001-280-6498 - REFUNDS	\$0.00	\$1,400.00	\$1,400.00	1,40...	\$1,400.00
001-280-6499 - OTHER CONTRACTUAL ...	\$12,500.00	\$0.00	\$11,157.32	89.3%	\$1,342.68
001-280-6503 - MERCHANDISE FOR RE-...	\$120,000.00	\$0.00	\$39,296.27	32.7%	\$80,703.73
001-280-6506 - OFFICE SUPPLIES	\$2,500.00	\$286.48	\$1,837.35	73.5%	\$662.65
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$0.00	\$1,767.92	58.9%	\$1,232.08
001-280-6510 - SPECIAL & SAFETY ...	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
<b>112 - EMPLOYEE BENEFITS</b>	<b>\$34,979.00</b>	<b>\$2,590.51</b>	<b>\$15,028.92</b>	<b>43.0%</b>	<b>\$19,950.08</b>
112-280-6110 - FICA - CITY/AIRPORT	\$5,411.00	\$520.40	\$2,946.94	54.5%	\$2,464.06
112-280-6130 - IPERS - CITY/AIRPORT	\$6,677.00	\$579.06	\$3,583.63	53.7%	\$3,093.37
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$0.00	\$8.76	0.7%	\$1,280.24
112-280-6150 - GROUP ...	\$17,602.00	\$1,477.06	\$8,221.51	46.7%	\$9,380.49
112-280-6154 - EMPLOYEE SELF-FUNDI...	\$4,000.00	\$13.99	\$268.08	6.7%	\$3,731.92
<b>323 - CAP OUTLAY SAVINGS/LOST</b>	<b>\$475,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$475,000.00</b>
323-280-6727 - AIRPORT-CAP ...	\$475,000.00	\$0.00	\$0.00	0.0%	\$475,000.00
<b>TOTAL EXPENSE</b>	<b>\$844,287.00</b>	<b>\$15,437.91</b>	<b>\$136,049.27</b>	<b>16.1%</b>	<b>\$708,237.73</b>



Item #10.

## City of Independence

## Budget Report

Airport as of 12-31-25

Percent of Fiscal YTD 50 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$139,730.00)	\$170.23	(\$6,862.33)	44.5%	(\$132,867.67)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$10.50		(\$10.50)
112 - EMPLOYEE BENEFITS	(\$34,979.00)	(\$2,590.51)	(\$15,028.92)	43.0%	(\$19,950.08)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	\$0.00	\$0.00	0.0%	(\$23,750.00)
<b>TOTAL (REV LESS EXP)</b>	<b>(\$198,459.00)</b>	<b>(\$2,420.28)</b>	<b>(\$21,880.75)</b>	<b>16.8%</b>	<b>(\$176,578.25)</b>



**City of Independence  
Airport Board  
MEMORANDUM**

Item #11.

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**TO:** Airport Board  
**FROM:** Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer  
**DATE OF MEETING:** January 7, 2026  
**SUBJECT:** 2025 Aviation Fuel Summary – *Information Only*

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**BACKGROUND:**

Attached is documentation showing the total aviation fuel profits that includes the breakdown of what the City and P & N Corporation received during 2025 – 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 promoting and encouraging community involvement and engagement. 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-25	c. card	\$ 787.40	\$ 70.48		Jan-25	c. card	\$ 472.44
	billed & paid	\$ 714.34	\$ 218.73			billed & paid	\$ 428.60
Feb-25	c. card	\$ -	\$ 60.47		Feb-25	c. card	\$ -
	billed & paid	\$ 43.70	\$ 64.61			billed & paid	\$ 26.22
Mar-25	c. card	\$ 94.92	\$ 153.64		Mar-25	c. card	\$ 56.95
	billed & paid	\$ 533.34	\$ 298.71			billed & paid	\$ 320.00
Apr-25	c. card	\$ -	\$ 46.76		Apr-25	c. card	\$ -
	billed & paid	\$ 270.12	\$ 104.40			billed & paid	\$ 162.07
May-25	c. card	\$ 194.16	\$ 450.54		May-25	c. card	\$ 116.49
	billed & paid	\$ 798.63	\$ 131.14			billed & paid	\$ 479.18
Jun-25	c. card	\$ 1,285.11	\$ 424.02		Jun-25	c. card	\$ 771.07
	billed & paid	\$ 172.88	\$ 150.01			billed & paid	\$ 103.73
Jul-25	c. card	\$ 5,459.66	\$ 633.68		Jul-25	c. card	\$ 3,275.80
	billed & paid	\$ 13,940.58	\$ 362.69			billed & paid	\$ 8,364.35
Aug-25	c. card	\$ 1,202.45	\$ 362.70		Aug-25	c. card	\$ 721.47
	billed & paid	\$ 838.51	\$ 147.52			billed & paid	\$ 503.10
Sep-25	c. card	\$ 694.25	\$ 242.44		Sep-25	c. card	\$ 416.55
	billed & paid	\$ 923.74	\$ 86.02			billed & paid	\$ 554.24
Oct-25	c. card	\$ -	\$ 645.50		Oct-25	c. card	\$ -
	billed & paid	\$ 509.67	\$ 84.64			billed & paid	\$ -
Nov-25	c. card	\$ 1,067.39	\$ 472.69		Nov-25	c. card	\$ -
	billed & paid	\$ -	\$ 39.22			billed & paid	\$ -
Dec-25	c. card	\$ 198.17	\$ 108.80		Dec-25	c. card	\$ -
	billed & paid	\$ 209.23	\$ 55.06			billed & paid	\$ -
		\$ 29,938.23	\$ 5,414.48	\$ 35,352.71		\$ 16,772.27	\$ 2,405.14
							\$ 19,177.41
	c. card	\$ 10,983.51	\$ 3,671.73		c. card	\$ 5,830.77	\$ 1,466.84
	billed & paid	\$ 18,954.73	\$ 1,742.75		billed & paid	\$ 10,941.50	\$ 938.30

P & N				P & N DISCOUNT FUEL SALES			
		JET A	100LL			JET A	100LL
Jan-25	c. card	\$ 314.96	\$ 28.19		Jan-25	c. card	
	billed & paid	\$ 285.73	\$ 87.49			billed & paid	\$ 1,545.86
Feb-25	c. card	\$ -	\$ 24.19		Feb-25	c. card	
	billed & paid	\$ 17.48	\$ 25.84			billed & paid	\$ 1,521.28
Mar-25	c. card	\$ 37.97	\$ 61.46		Mar-25	c. card	
	billed & paid	\$ 213.33	\$ 119.48			billed & paid	\$ 2,460.74
Apr-25	c. card	\$ -	\$ 18.70		Apr-25	c. card	
	billed & paid	\$ 108.05	\$ 41.76			billed & paid	\$ 1,218.02
May-25	c. card	\$ 77.66	\$ 180.22		May-25	c. card	
	billed & paid	\$ 319.45	\$ 52.46			billed & paid	\$ 1,463.92
Jun-25	c. card	\$ 514.05	\$ 169.61		Jun-25	c. card	
	billed & paid	\$ 69.15	\$ 60.00			billed & paid	\$ 842.34
Jul-25	c. card	\$ 2,183.86	\$ 253.47		Jul-25	c. card	
	billed & paid	\$ 5,576.23	\$ 145.07			billed & paid	\$ 1,556.14
Aug-25	c. card	\$ 480.98	\$ 145.08		Aug-25	c. card	
	billed & paid	\$ 335.40	\$ 59.01			billed & paid	\$ 927.08
Sep-25	c. card	\$ 277.70	\$ 96.98		Sep-25	c. card	
	billed & paid	\$ 369.50	\$ 34.41			billed & paid	\$ 586.98
Oct-25	c. card	\$ -	\$ -		Oct-25	c. card	
	billed & paid	\$ -	\$ -			billed & paid	\$ -
Nov-25	c. card	\$ -	\$ -		Nov-25	c. card	
	billed & paid	\$ -	\$ -			billed & paid	\$ -
Dec-25	c. card	\$ -	\$ -		Dec-25	c. card	
	billed & paid	\$ -	\$ -			billed & paid	\$ -
		<u>\$ 11,181.51</u>	<u>\$ 1,603.43</u>	<u>\$ 12,784.94</u>		<u>\$ -</u>	<u>\$ 12,122.35</u>
	c. card	\$ 3,887.18	\$ 977.89				
	billed & paid	\$ 7,294.33	\$ 625.53				

Jet A	100LL
Jan-25	753.40
Feb-25	20.81
Mar-25	303.09
Apr-25	128.63
May-25	480.77
Jun-25	655.27
Jul-25	8,521.11
Aug-25	1,024.08
Sep-25	800.26
Oct-25	243.86
Nov-25	560.84
Dec-25	204.13
	13,696.25
	8,745.61