



AIRPORT BOARD MEETING

Wednesday, May 07, 2025 at 5:00 PM

Airport Terminal Meeting Room - 1684 230th Street

AGENDA

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. Lease discussion
10. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.

INDEPENDENCE AIRPORT BOARD

April 2, 2025

Those present at the meeting were Dan, Vicki, Merritt, Jeff, Brett, Matt. Attending by Zoom were Jackie Sebetka and Kade Koursi from P&N.

Absent, Janet excused.

The meeting was called to order at 5:03 by Chairman Dan Callahan

Upon a motion by Vicki, second by Jeff; it was unanimously resolved to approve the agenda for the meeting

Upon a motion by Vicki, second by Jeff, it was unanimously resolved to approve the minutes for the Meeting of March 5, 2025.

City manager update:

There was no update presented

Airport manager update:

The transformer and controlling circuit board for the runway lights have been replaced, due to internal failure of the unit.

The drain tile around the segmented circle is plugged, causing retained water in that area. Rasmussen Drainage has been contacted to inspect and clean out that drain tile.

FBO Update:

Jackie Sebetka reported that due to the pending closure of the Marion airport, they will move their operations to the Cedar Rapids airport. In conjunction with that move they tend to shift more of their operations to the Independence airport. Kade Koursi will be taking over from Annabelle as FBO manager at Independence. The also reported two charter flights, administration of 13 tests in the testing center, reported 44.7 hours of flight training as well as 31.2 hours of ground training. There were 3 pilots who completed multi-engine training.

Strategic Planning:

A broad ranging discussion was held concerning a vision over the next five to ten years for the Independence airport. The discussion coalesced around three major themes; the governance structure of the airport, the airport as an economic development zone, and promoting the notion that the airport is an asset the city of Independence should exploit. Several examples of how these objectives might be accomplished have been offered by individual board members. While no comprehensive statement of objectives

was drafted by the board, it was concluded that the three major themes discussed would be presented to the city council at their work session on April 7.

Merritt Jones left the meeting at 5:52

Upon a motion to adjourn by Merritt Jones, which was seconded by Dan Callahan, it was unanimously resolved to adjourn the meeting.

Submitted by Merritt Jones



CITY OF INDEPENDENCE AIRPORT BOARD MEMORANDUM

TO: Airport Board
FROM: Brett Soukup, Airport Manager
DATE OF MEETING: May 7, 2025
ITEM TITLE: Report – (April 2024 Airport Report)

Fuel Sales Update

- 100LL –543 gal
- Jet A –113 gal.

- Grounds:
 - We have started mowing.
 - Remove some trees on the west side of the airport, head the streets, guys come out with the grapple bucket and pick up the trees after we cut everything up.

- Equipment: The fuel pump was down for one evening. We had to call tech support and have them work on the backend. This has been dropping the IP address, and they were able to help get this fixed.

- Miscellaneous:
 - We had the Cub Scouts out; about 12 kids came. It was great to have the kids out to learn about Aviation. P&N, the city manager, Matt, and his son helped with this.
 - Tit's nursery came out to do the seeding for the Lightning project. We hope to start seeing some grass growing soon.

Independence Airport

FBO Manager

Airport Board,

Traffic:

- ✘ We had one charter flight this month scheduled by an outside operation into KIIB, however the flight was not completed
- ✘ Chem Air operations are still operating.

Testing Center:

- ✘ The testing center has maintained availability, on Thursdays 8a through 4p this month.

Training:

- ✘ Kade is our full-time warrior instructor, and Heath performs the accelerated multi courses, while Tim and Malcom are our part-time instructors.
- ✘ During the month of April, 42.2 flight hours of instruction were performed out of Independence, along with 12.4 hours of ground training. With more of each scheduled between the submission of this report and the meeting date.

Maintenance:

- ✘ We are still offering a 15% discount to first-time maintenance customers.
- ✘ This month our mechanics worked on P&N's, Warrior, and all three of our Cessnas.
- ✘ Performed maintenance on three aircraft for customers and are currently working on assembling a piper Cherokee for another customer.



City of Independence
Airport Board
MEMORANDUM

Item #9.

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: May 7, 2025
SUBJECT: City's proposal for FBO plan.

BACKGROUND:

This memorandum outlines the proposed transition of FBO operations from P&N to the City of Independence. It includes a summary of current arrangements, financial impacts, and future opportunities under city management.

Assuming the City does the FBO operations, this presents a financially viable opportunity for the City of Independence. The city not only stands to gain positive annual revenue but also opens new avenues for economic development through increased hangar utilization, expanded aviation services, and local business engagement. A smooth transition with structured RFP processes for maintenance and flight training will be essential to success.

RECOMMENDATION:

Staff recommends discussing this topic. All discussions on this topic must go to the council for approval.

Current P&N Arrangement

Benefits to P&N:

- 3 T-Hangars at no cost (estimated value: \$3,600/year)
- Fuel at cost for flight instruction (\$25,847.10 spent in 2024)
- 40% of total fuel sales (\$9,840.40 received in 2024)

P&N Expenditures:

- Large hangar and classroom rental: \$800/month = \$9,600/year
 - LP heating (estimated): \$6,000/year.
 - REC utilities (estimated): \$2,400/year.
- Total Annual Expenses: \$18,000**

P&N Revenue:

- 40% of fuel sales: \$9,840.40
 - Chem Air Helicopters rental (9 months): \$2,700
 - Testing center (minimal income)
- Total Revenue: \$12,540.40**

City's Proposed FBO Plan

City Expenses:

- Take over P&N's utility costs: \$18,000/year.

City Revenue Projections:

1. 40% of fuel sales: \$9,840.40
 2. Rent for 1 reclaimed T-Hangar: \$1,200/year.
 3. Chem Air Helicopters lease: \$2,700/year
 4. New rental (King Air in large hangar): \$800/month = \$9,600/year
- Total Revenue: \$23,340.40**
- Net Positive: Approximately \$5,340.40/year**

Additional Opportunity: Leasing space in the hangar to an additional aircraft would increase positive cash flow.

Aircraft Maintenance Plan (AMPs & AI)

- Issue RFP for on-site aircraft maintenance provider.
 - Proposed relocation to the Vault Building (currently leased by Eric Mondt)
-

Flight Instruction Plan

- Issue RFP for on-site Flight instructor.
- Proposal to establish a new flight school based in Independence.



**City of Independence
Airport Board
MEMORANDUM**

Item #10.

TO: Airport Board
FROM: Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: May 7, 2025
SUBJECT: Revenues and Expenses to date – *Information Only*

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 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-280-4310	HANGAR RENT	28,280.00	.00	6,700.00	23.69	21,580.00
001-280-4311	FARM LEASE	18,998.00	.00	18,998.40	100.00	.40-
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	.00	.00	150.00	.00	150.00-
001-280-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
001-280-4715	REFUNDS	316.00	.00	315.99	100.00	.01
001-280-4750	MERCHANDISE SALES	130,000.00	5,737.10	91,614.43	70.47	38,385.57
	AIRPORT TOTAL	189,894.00	6,537.10	125,778.82	66.24	64,115.18
	TOTAL REVENUE	189,894.00	6,537.10	125,778.82	66.24	64,115.18
001-280-6010	SALARIES - FULL-TIME	61,959.00	4,766.41	49,952.88	80.62	12,006.12
001-280-6020	SALARIES - PART-TIME	3,000.00	136.50	1,473.51	49.12	1,526.49
001-280-6030	HOURLY WAGES - TEMPORARY	.00	.00	.00	.00	.00
001-280-6040	WAGES - OVERTIME	1,302.00	.00	843.66	64.80	458.34
001-280-6143	ICMA RC - CITY SHARE	1,000.00	76.94	807.74	80.77	192.26
001-280-6170	UNEMPLOYMENT COMPENSATION	317.00	.00	316.52	99.85	.48
001-280-6181	UNIFORM ALLOWANCE	300.00	.00	265.58	88.53	34.42
001-280-6184	CELL PHONE ALLOWANCES	600.00	50.00	500.00	83.33	100.00
001-280-6210	DUES	.00	.00	30.00	.00	30.00-
001-280-6230	TRAINING	.00	.00	29.23	.00	29.23-
001-280-6240	MTGS/CONFERENCES/MILES	500.00	.00	.00	.00	500.00
001-280-6310	BUILDING MAINT & REPAIR	5,000.00	71.98	1,009.51	20.19	3,990.49
001-280-6320	GROUNDS/RUNWAY MAINT & REPAIR	10,000.00	387.99	5,524.25	55.24	4,475.75
001-280-6331	VEHICLE OPERATIONS	5,000.00	93.44	3,080.67	61.61	1,919.33
001-280-6332	VEHICLE REPAIRS	5,000.00	1,566.31	6,159.46	123.19	1,159.46-
001-280-6371	ELECTRIC/GAS UTILITIES	21,000.00	941.39	11,395.05	54.26	9,604.95
001-280-6372	GARBAGE/RECYCLING	3,750.00	309.29	3,062.52	81.67	687.48
001-280-6373	COMMUNICATIONS (PHONE/INTERNET)	2,200.00	213.03	2,071.12	94.14	128.88
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	26,100.37	27,694.37	86.32	4,389.63
001-280-6409	JANITORIAL	1,500.00	.00	576.24	38.42	923.76
001-280-6412	MEDICAL EXPENSE - DOCTOR	100.00	16.18	30.70	30.70	69.30
001-280-6413	PAYMENTS TO OTHER AGENCIES	500.00	.00	330.00	66.00	170.00
001-280-6498	REFUNDS	.00	.00	700.00	.00	700.00-
001-280-6499	OTHER CONTRACTUAL SERV	12,500.00	624.33	8,239.09	65.91	4,260.91
001-280-6503	MERCHANDISE FOR RE-SALE	120,000.00	.00	83,471.18	69.56	36,528.82
001-280-6506	OFFICE SUPPLIES	2,500.00	.00	491.04	19.64	2,008.96
001-280-6507	OPERATING SUPPLIES	2,000.00	79.23	860.82	43.04	1,139.18
001-280-6510	SPECIAL & SAFETY EQUIPMENT	500.00	486.50	692.14	138.43	192.14-
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	297,112.00	35,919.89	209,642.27	70.56	87,469.73

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.39

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES	297,112.00	35,919.89	209,642.27	70.56	87,469.73
	GENERAL FUND TOTAL	107,218.00-	29,382.79-	83,863.45-	78.22	23,354.55-
018-280-4300	INTEREST	.00	2.10	22.62	.00	22.62-
	AIRPORT TOTAL	.00	2.10	22.62	.00	22.62-
	TOTAL REVENUE	.00	2.10	22.62	.00	22.62-
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	2.10	22.62	.00	22.62-
112-280-6110	FICA - CITY/AIRPORT	5,069.00	363.01	3,877.41	76.49	1,191.59
112-280-6130	IPERS - CITY/AIRPORT	6,256.00	922.58	4,932.56	78.85	1,323.44
112-280-6131	WORKERS COMP/AIRPORT	1,289.00	.00	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	1,352.61	12,000.09	71.69	4,738.91
112-280-6154	EMPLOYEE SELF-FUNDING INS/AIR	4,000.00	13.99	2,810.67	70.27	1,189.33
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	2,652.19	23,660.49	70.94	9,692.51
	TOTAL EXPENSES	33,353.00	2,652.19	23,660.49	70.94	9,692.51
	EMPLOYEE BENEFITS TOTAL	33,353.00	2,652.19	23,660.49	70.94	9,692.51

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025**PCT OF FISCAL YTD 83.39**

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-280-4445	IA DOT GRNT-2016 TAXIWAY WIDEN	.00	.00	.00	.00	.00
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

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025**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
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	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
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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
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	AIRPORT SIGNAGE TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.39

Item #10.

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
318-289-6499	AIRPORT ZONING ORDINANCES	.00	.00	.00	.00	.00
	AIRPORT ZONING TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	CAP PROJ - AIRPORT TOTAL	.00	.00	.00	.00	.00
323-280-4400	FEDERAL GRANTS	.00	.00	.00	.00	.00
323-280-4710	REIMBURSEMENTS	6,281.00	.00	6,281.79	100.01	.79-
323-280-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00	.00
	AIRPORT TOTAL	6,281.00	.00	6,281.79	100.01	.79-
	TOTAL REVENUE	6,281.00	.00	6,281.79	100.01	.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	18,719.00-	.00	10,004.73-	53.45	8,714.27-
	AIRPORT TOTAL (REV LESS EXP)	159,290.00-	32,032.88-	117,506.05-	73.77	41,783.95-