



AIRPORT BOARD MEETING

Wednesday, May 06, 2026 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. Approve Special Meeting Minutes
5. 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

6. Engineer Update
7. Chairman/City Manager Update
8. Clint Spearman update
9. Development Inquiry – Airport Property
10. Airport Manager Update
11. Revenues and Expenses to Date

ADJOURNMENT

This agenda is subject to change.



**Wednesday, April 1, 2026
Airport Board minutes**

Airport Terminal Meeting Room – 1684 230th St, Independence, IA 50644
"The Airport Board's mission is to advise the Council in developing the future of Independence aviation."

Call to Order:

Meeting called to order at 5:00 p.m. by Vice Chair Merritt Jones

Roll Call:

Present – Janet Payne, Merritt Jones, and Brad Lichty,

Absent: Excused Jeff Rottinghaus, Vicki Pilcher

Others in attendance – Airport Director Brett Soukup, Carl Byers Engineering, City Manager Matthew Schmitz

Approve the Agenda:

Motion - Lichty Second – Payne Ayes – All

Approve the Minutes:

Motion - Lichty Second – Payne Ayes – All

Approve Special Meeting Minutes:

Motion - Pilcher Second – Lichty Ayes - All

Public Comment:

Steve Streeter asked the city to reconsider allowing them to return to the airport and lease the vault hangar on a short-term, month-to-month basis. He stated that having them back would help the city by providing an on-site mechanic until a permanent solution is found. Previously, they paid \$575 per month, which included one T-hangar. They are requesting a reduced rate of \$250 per month if allowed to return. This would be a temporary arrangement, and they would prefer to use the large hangar. It was discussed that if this request moves forward, it should be placed on the May agenda for further consideration. Since their lease was previously terminated early, the process would require a recommendation from the board before going to the City Council for final approval. Several steps would be required before any decision is made.

NEW BUSINESS

RFP- Status Update & Discussion:

Brett and Matt have attempted to contact Clint multiple times to connect with him, provide the contract for review, and discuss logistical details to ensure it meets the needs of both parties. However, they have not yet reached him. The Airport Board recommended allowing additional time for Clint to respond. Brett will also attempt to make contact through the airport as another approach. Currently, the Board recommends allowing a reasonable amount of time for a response. If Clint does not respond, the Board has directed Airport Director Brett to proceed with issuing an RFP and to begin advertising the position again.

Engineer Update:

Carl from Bolton & Menk attended the meeting to inform the City and Airport Board that state grant applications must be submitted soon. He wanted to ensure everyone was aware, so deadlines would not be missed. State grants typically require an 85% state match and a 15% local match. The Board discussed potential project ideas, subject to state approval, including roof repairs to the T-hangars and improvements to portions of the perimeter fence, as several fence posts are deteriorating. However, it was noted that local matching funds are currently limited due to budget constraints. Carl mentioned he would look into whether projects could be completed in phases, such as repairing sections of the perimeter fence. He also noted that the state often prefers full perimeter fence projects completed at once, which will require a wildlife study. Carl will gather more information and report back, including estimated local match requirements for potential projects.

Chairman/City Manager Updates:

There were no updates from the chairman/city manager.

Airport Director Update:

Brett, the report was accepted with no further comments.

Revenues and Expenses:

The budget report was reviewed for revenues and expenses to date.

Adjournment:

Meeting adjourned at 5:40 p.m.

Motion – Lichy Second – Payne Ayes – All

Submitted by: Brad Lichy, Secretary



**Thursday, April 9, 2026
Special Airport Board minutes**

Council Chambers, 331 First Street East, Independence, IA 50644

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

Call to Order:

Meeting called to order at 12:00 p.m. by Chair Vicki Pilcher.

Roll Call:

Present – Janet Payne, Vicki Pilcher, Brad Lichty, Jeff Rottinghaus, and Merritt Jones attended by telephone.

Absent:

Others in attendance – Airport Director Brett Soukup and City Manager Matthew Schmitz

Approve the Agenda:

Motion – Payne Second – Lichty Ayes – All

Public Comment: None

NEW BUSINESS

RFP Status Update and Discussion:

Brett explained the status with Clint Spearman. Spearman made a follow-up call, and the Board discussed in depth the reasons for the delay in Mr. Spearman's earlier response. Payne moved to proceed with Mr. Spearman and present the contract, and provided a timeline for him to respond by the May meeting. Motion seconded by Jones. The board voted unanimously.

Adjournment:

Meeting adjourned at 12:21 p.m.

Motion – Payne Second – Rottinghaus Ayes – All

Submitted by: Brad Lichty, Secretary



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup Airport Director
DATE OF MEETING: May 6, 2026
ITEM TITLE: Clint Spearman update

DISCUSSION:

At a previous Airport Board special meeting, staff provided an update on the Request for Proposals (RFP) process and the selected candidate, Mr. Clint Spearman, who had not responded to initial communications. Mr. Spearman subsequently made follow-up contact, and the Board discussed the delay in communication. The Board directed staff to proceed with presenting a contract and to allow a defined period for response before considering further action. Following this direction, staff re-engaged with Mr. Spearman, who indicated he was managing multiple personal and professional commitments but remained interested in continuing discussions regarding the opportunity. Since re-establishing contact, staff have conducted multiple discussions with Mr. Spearman regarding the proposed contract, including a review of terms and requested modifications to the City's lease agreement. These discussions have been productive, with only minor differences identified between the proposed language and requested revisions.

RECOMMENDATION:

Staff recommends continued discussion on this topic.



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Brett Soukup, Airport Director
DATE OF MEETING: May 6, 2026
SUBJECT: Development Inquiry – Airport Property

BACKGROUND:

Staff have been engaged in discussions with an individual interested in constructing a private building on airport property. This individual has approached the airport on multiple occasions to initiate conversations and review potential development options. As part of these discussions, staff has outlined that any proposed development must follow the established Airport Zoning process under Chapter 180, in addition to securing appropriate land-use approval from the City, as the airport owner. This includes coordination with the Airport Zoning Administration and, if variances are required, potentially with the Board of Adjustment, as well as standard City permitting processes. Additionally, depending on the proposed structure's height and location, the applicant may be required to submit a Notice of Proposed Construction to the Federal Aviation Administration (FAA), typically through FAA Form 7460-1, for airspace review and determination.

The process involves coordination between multiple entities, including:

- Airport staff and administration
- Airport Zoning Administration
- Airport Board of Adjustment (if applicable)
- City Building Department
- City Council (for lease or land use approval)

RECOMMENDATION:

Staff recommends the Airport Board review and discuss the outlined development process and provide direction on how to proceed with this and similar requests moving forward. This may include confirming expectations regarding land-use approvals, zoning compliance, and any additional requirements deemed necessary.



The History of Timber Framing

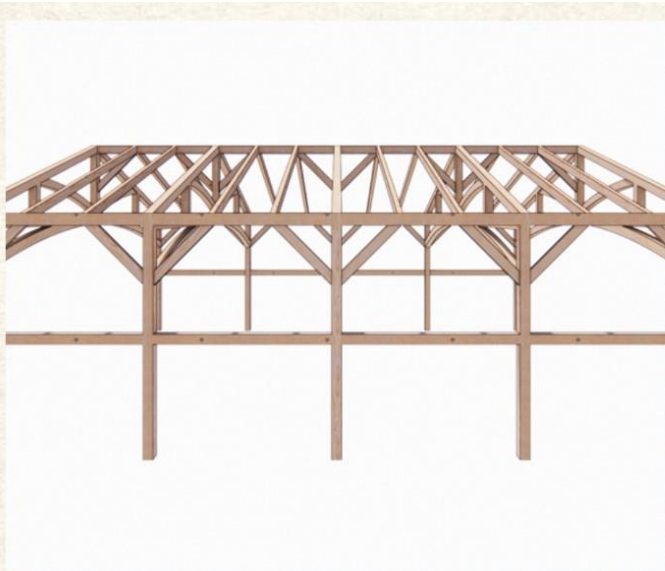
Timber framing, a venerable construction method dating back thousands of years, has stood the test of time due to its durability, aesthetic appeal, and adaptability. Originating in ancient times, this technique was pivotal in the creation of structures across medieval Europe and Asia, celebrated for its ability to produce sturdy, long-lasting buildings with a distinctive charm. The exposed wooden beams of timber-framed buildings not only offer structural integrity but also impart a warm, natural beauty unmatched by other materials.

Over the centuries, timber framing has evolved, embracing modern engineering principles and technologies to meet contemporary needs. Today, it finds new expression in the construction of airplane hangars, where its traditional benefits—exceptional durability and aesthetic allure—are combined with modern demands for environmental sustainability and spacious, column-free interiors. This timeless method continues to adapt, proving its enduring relevance in both traditional and innovative architectural applications.

The Construction Process

The construction of a timber-framed hangar is a tailored, comprehensive process that spans from initial design consultations through to the final raising and finishing touches. It begins with a detailed discussion of the client's needs, preferences, and budget, leading to the creation of customized design plans. Following approval, a production agreement sets the project in motion, securing materials and scheduling construction.

The selection of a general contractor and the provision of construction drawings lay the groundwork for the actual build, culminating in the exciting raising of the timber frame. The process concludes with the finishing work, where every detail from cladding to interior design is finalized to meet the client's vision. See an in-depth look at each step on our [timber-frame construction process page](#).

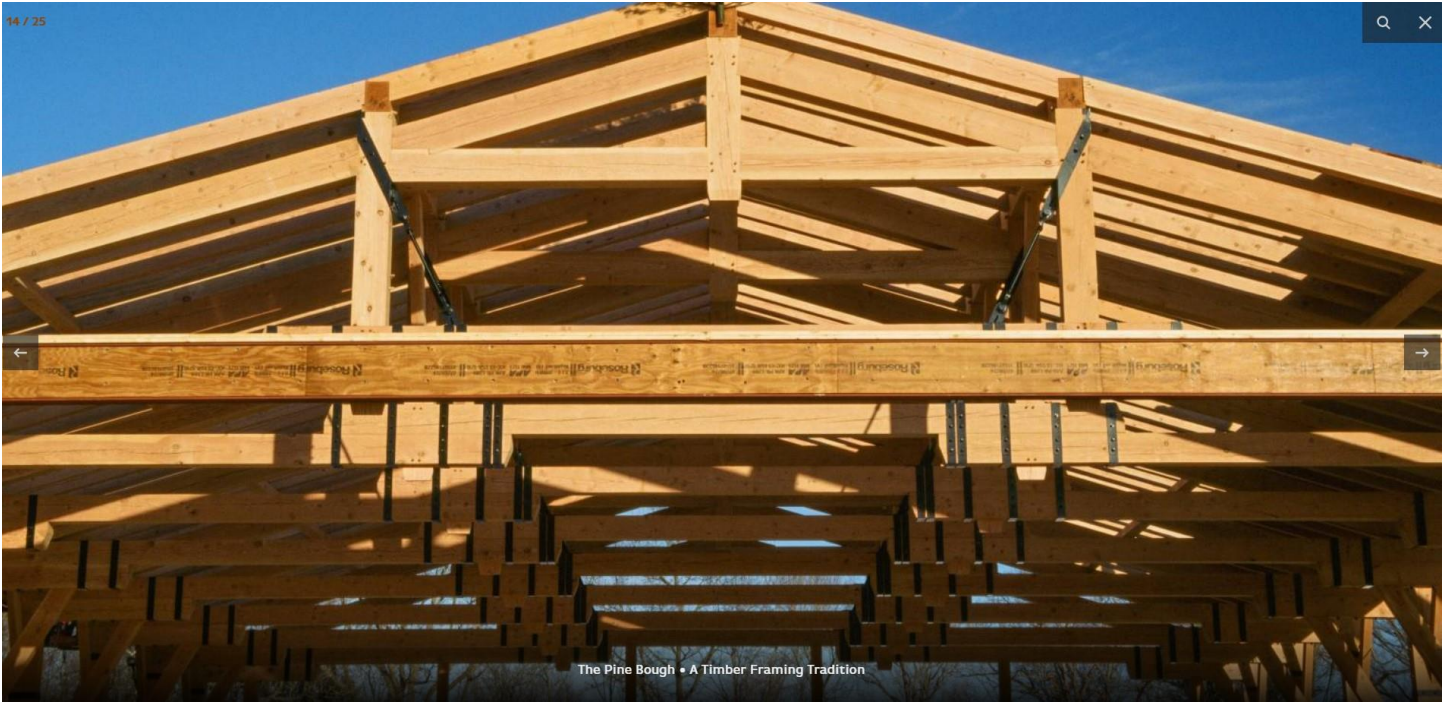


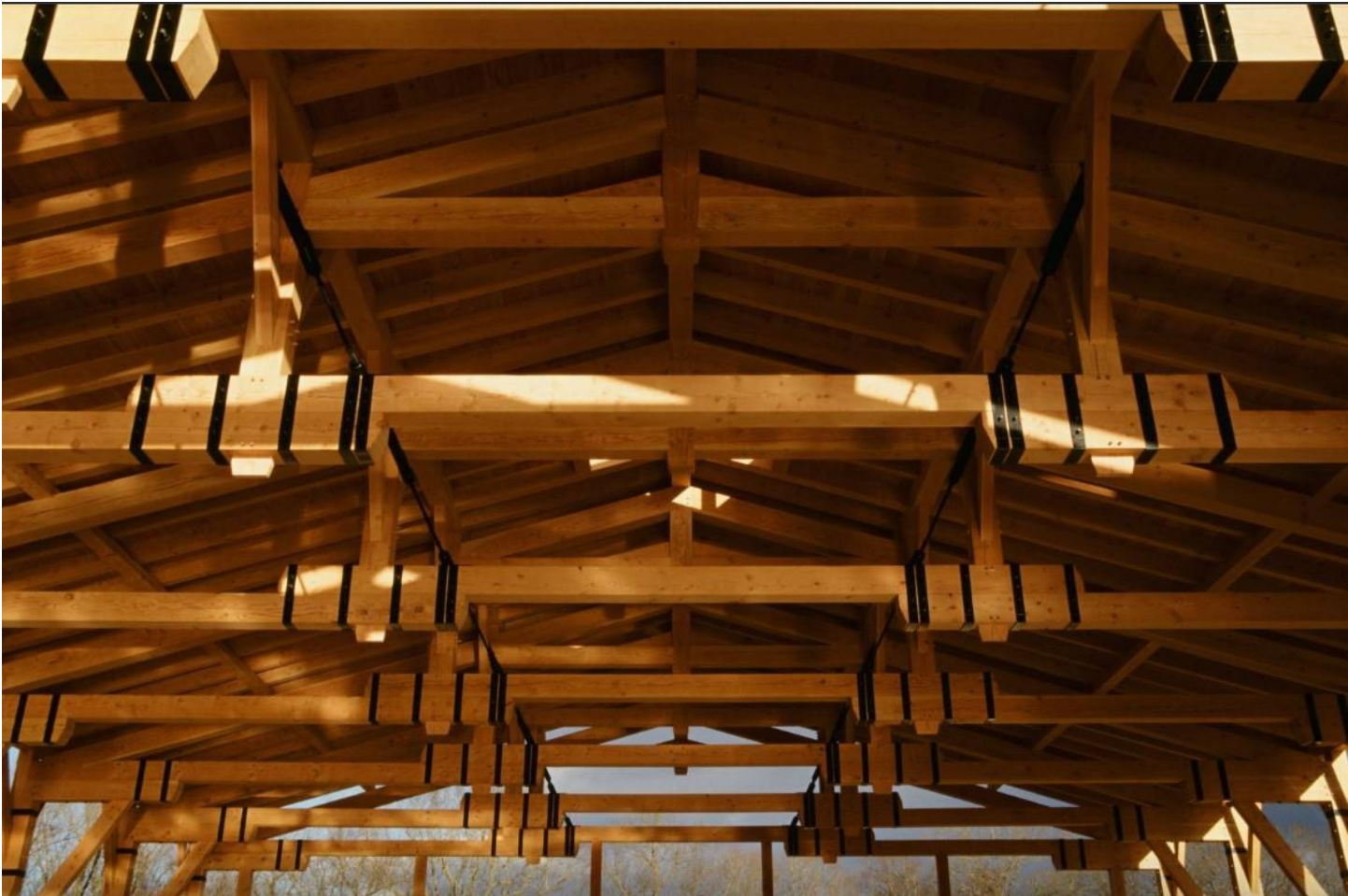
Hangar Plans and Sizing

When planning to build an airplane hangar, size considerations are paramount to ensure the structure adequately meets your specific needs. The dimensions of the hangar must not only accommodate the wingspan, length, and height of the aircraft but also provide sufficient space for maintenance, storage, and maneuverability within the hangar. Factors such as the type and number of aircraft, future acquisitions, and the desired additional functionalities (e.g., office space, workshops) play a critical role in determining the optimal size.

Our experienced team specializes in guiding clients through these considerations, offering expert advice tailored to your unique requirements. We help assess your current and future aviation needs, ensuring your hangar not only fits your aircraft perfectly but also aligns with your lifestyle and preferences. With our support, you can make informed decisions on the size and design of your hangar, ensuring a perfect balance between functionality and space efficiency. [Talk to our team to get started today.](#)

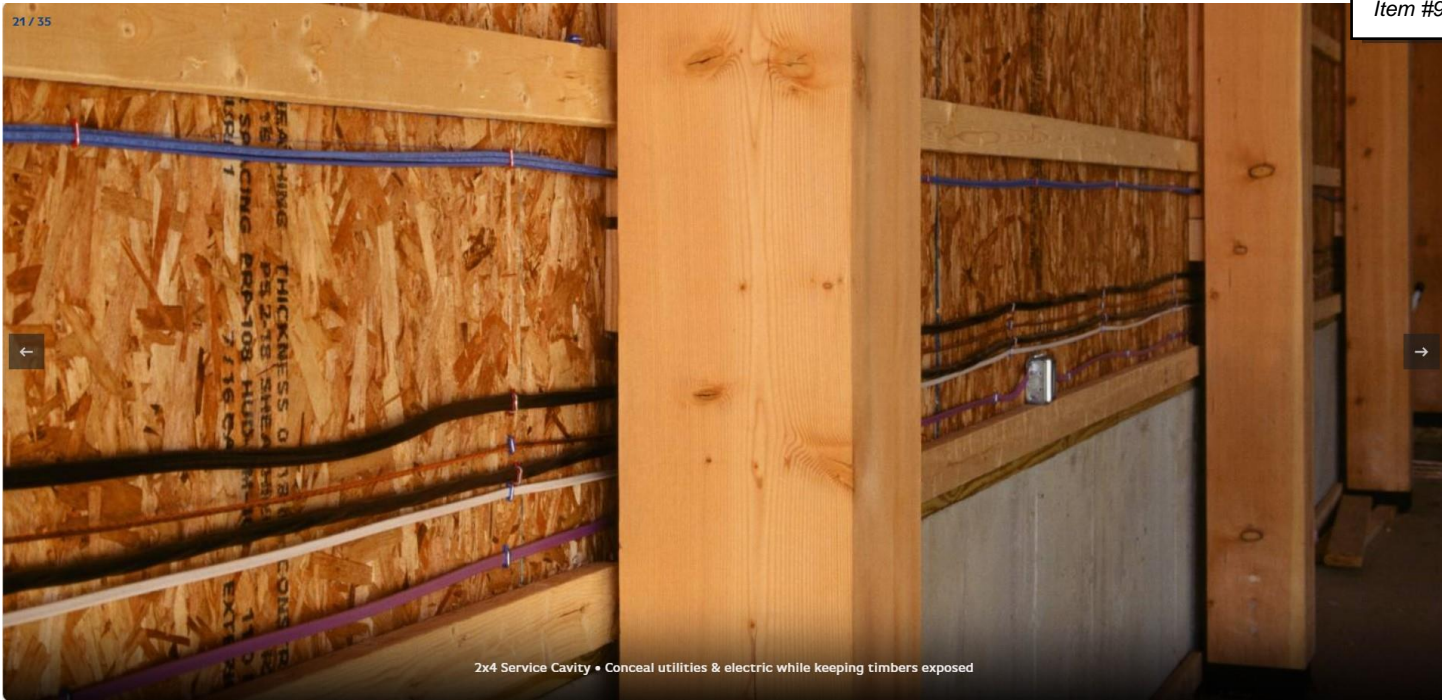
THE FOLLOWING ARE TIMBER FRAME CONSTRUCTION AND DETAIL PHOTOS FOR REFERENCE ONLY. THE HANGAR DESIGN FOR THE NEW HANGAR IS STILL IN PROGRESS BUT, THE GENERAL STYLE AND CONSTRUCTION IS THE SAME.



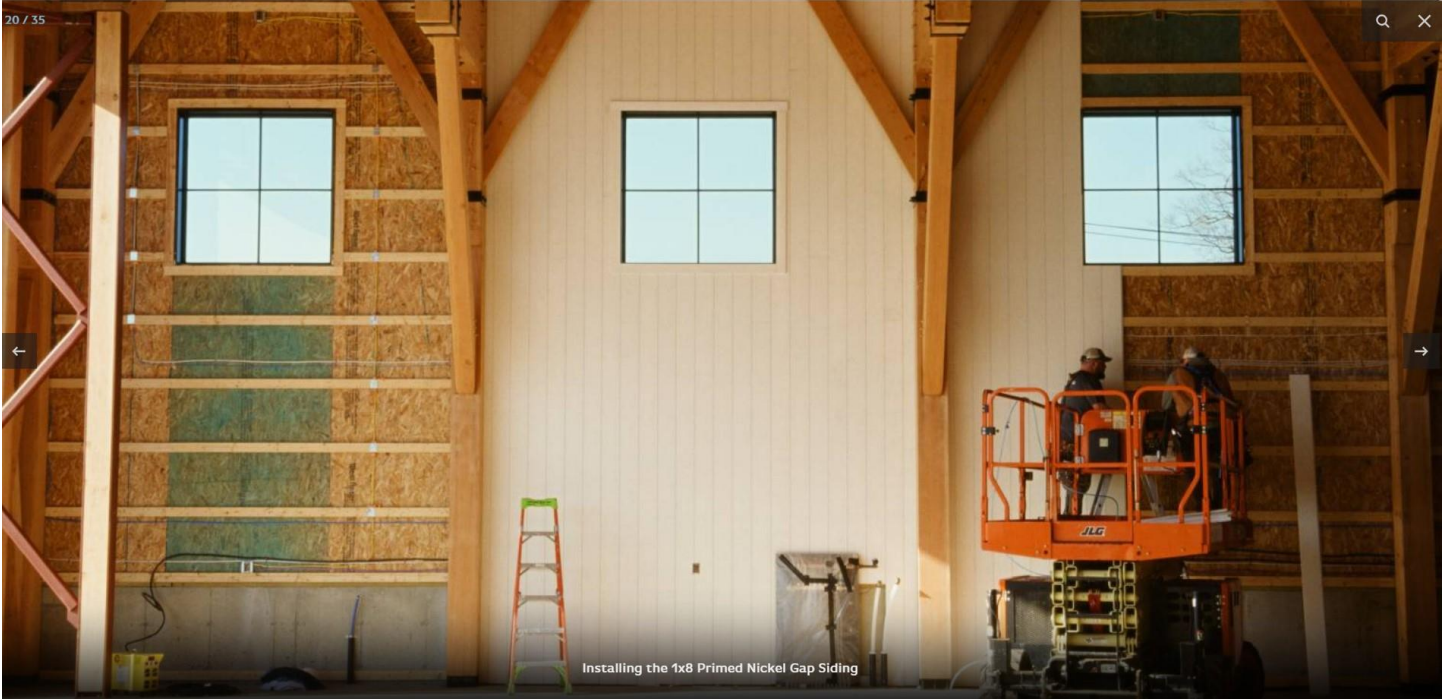




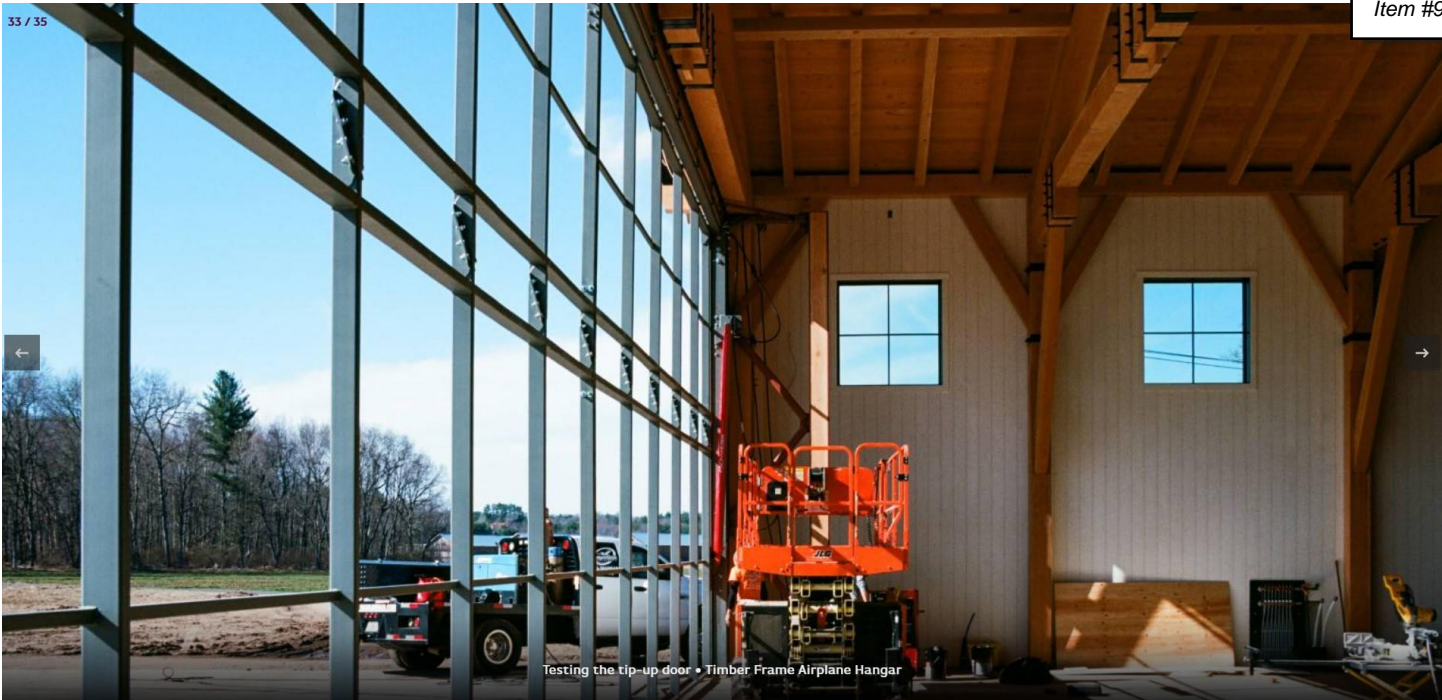
The Crew Worked Tirelessly Through Bitter Cold For This Raising



2x4 Service Cavity • Conceal utilities & electric while keeping timbers exposed



Installing the 1x8 Primed Nickel Gap Siding





The finished frame with roof decking



The Hangar was insulated with SIPs



Installing the corrugated roofing and siding



THERE ARE MANY TIMBER FRAME HANGARS IN USE.





The 16' gable dormer provides extra room • Post & Beam



The loft • The rustic bed frame matches the post & beam interior



**CITY OF INDEPENDENCE
AIRPORT BOARD
MEMORANDUM**

TO: Airport Board

FROM: Brett Soukup, Airport Director

DATE OF MEETING: May 6, 2026

ITEM TITLE: Report – (May 6th Airport Report)

Fuel Sales

- **100LL:** 915 gallons
- **Jet A:** 1,029 gallons

Equipment

- The large mower required a new U-joint, which has been ordered and is currently pending delivery. Once it arrives, it will be installed. In the meantime, the mower remains in use with a temporary fix in place to allow continued operation.

Miscellaneous

- Began coordinating with AV Fuel regarding the new card reader. The unit has been ordered and is being routed for delivery, allowing installation to be scheduled with the contractor.
- Continued working with the engineering firm on plans submitted to the FAA. The plans are currently at 90% completion, and we are awaiting feedback to proceed to the next phase.
- Started replacing door handles and locks on a couple of T-hangars due to worn and sticking keys. This will be addressed as part of ongoing maintenance.
- Received a report of a roof leak in the east-side T-hangars. Sealant was applied across the roof, including patching older areas that may have contributed to the issue. Plans are in place to complete similar preventative maintenance on the west-side hangars.
- Hired a part-time seasonal employee to assist with mowing, trimming, and general upkeep around the airport during the summer months.



**City of Independence
Airport Board
MEMORANDUM**

TO: Airport Board
FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer
DATE OF MEETING: May 6, 2026
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 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 4/30/2026

Percent of Fiscal YTD 83.3 %

2026 REVENUE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Rcvd	Balance
001 - GENERAL FUND	\$195,549.00	\$4,353.93	\$134,754.18	68.9%	\$60,794.82
43 - USE OF MONEY & PROPERTY					
001-280-4310 - HANGAR RENT	\$28,280.00	\$450.00	\$21,856.53	77.3%	\$6,423.47
001-280-4311 - FARM LEASE	\$18,998.00	\$0.00	\$9,499.20	50.0%	\$9,498.80
001-280-4312 - FIXED BASED OPERATOR LEASE	\$12,300.00	\$0.00	\$3,078.00	25.0%	\$9,222.00
47 - MISCELLANEOUS REVENUE					
001-280-4710 - REIMBURSEMENTS	\$971.00	\$0.00	\$1,796.73	185.0%	(\$825.73)
001-280-4750 - MERCHANDISE SALES	\$135,000.00	\$3,803.93	\$98,423.72	72.9%	\$36,576.28
001-280-4755 - CONCESSIONS - AIRPORT	\$0.00	\$100.00	\$100.00	0.0%	\$100.00
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$17.78	0.0%	\$17.78
43 - USE OF MONEY & PROPERTY					
018-280-4300 - INTEREST	\$0.00	\$0.00	\$17.78	0.0%	\$17.78
323 - CAP OUTLAY SAVINGS/LOST	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
44 - INTERGOVERNMENTAL					
323-280-4400 - FEDERAL GRANTS	\$451,250.00	\$0.00	\$0.00	0.0%	\$451,250.00
TOTAL REVENUE	\$646,799.00	\$4,353.93	\$134,771.96	20.8%	\$512,027.04



City of Independence
Budget Report
 Airport as of 4/30/2026

Percent of Fiscal YTD 83.3 %

2026 EXPENSE REPORT

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001 - GENERAL FUND	\$341,028.00	\$62,829.21	\$241,039.21	70.7%	\$99,988.79
280 - AIRPORT	\$341,028.00	\$62,829.21	\$241,039.21	70.7%	\$99,988.79
60 - SALARIES AND WAGES	\$77,448.00	\$5,280.87	\$61,856.49	79.9%	\$15,591.51
001-280-6010 - SALARIES - FULL-TIME	\$64,728.00	\$4,958.40	\$52,015.25	80.4%	\$12,712.75
001-280-6020 - SALARIES - PART-TIME	\$10,720.00	\$194.64	\$8,268.51	77.1%	\$2,451.49
001-280-6040 - WAGES - OVERTIME	\$2,000.00	\$127.83	\$1,572.73	78.6%	\$427.27
61 - EMPLOYEE BENEFITS & COSTS	\$1,900.00	\$126.94	\$1,351.61	71.1%	\$548.39
001-280-6143 - ICMA RC - CITY SHARE	\$1,000.00	\$76.94	\$807.65	80.8%	\$192.35
001-280-6181 - UNIFORM ALLOWANCE	\$300.00	\$0.00	\$43.96	14.7%	\$256.04
001-280-6184 - CELL PHONE ALLOWANCES	\$600.00	\$50.00	\$500.00	83.3%	\$100.00
62 - STAFF DEVELOPMENT	\$2,500.00	\$0.00	\$1,821.04	72.8%	\$678.96
001-280-6230 - TRAINING	\$2,100.00	\$0.00	\$1,821.04	86.7%	\$278.96
001-280-6240 - MTGS/CONFERENCES/MILES	\$400.00	\$0.00	\$0.00	0.0%	\$400.00
63 - REPAIR, MAINT & UTILITIES	\$58,500.00	\$3,008.56	\$43,951.48	75.1%	\$14,548.52
001-280-6310 - BUILDING MAINT & REPAIR	\$5,000.00	(\$203.21)	\$2,752.55	55.1%	\$2,247.45
001-280-6320 - GROUNDS/RUNWAY MAINT & ...	\$10,000.00	\$141.00	\$8,667.32	86.7%	\$1,332.68
001-280-6331 - VEHICLE OPERATIONS	\$7,000.00	\$1,352.81	\$6,743.99	96.3%	\$256.01



City of Independence
Budget Report
 Airport as of 4/30/2026

Percent of Fiscal YTD 83.3 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
001-280-6332 - VEHICLE REPAIRS	\$7,000.00	\$219.07	\$8,031.40	114.7%	(\$1,031.40)
001-280-6371 - ELECTRIC/GAS UTILITIES	\$21,000.00	\$1,347.87	\$14,688.48	69.9%	\$6,311.52
001-280-6372 - GARBAGE/RECYCLING	\$3,750.00	\$0.00	\$318.70	8.5%	\$3,431.30
001-280-6373 - COMMUNICATIONS ...	\$2,250.00	\$151.02	\$1,875.69	83.4%	\$374.31
001-280-6399 - OTHER MAINTENANCE/REPAIR	\$2,500.00	\$0.00	\$873.35	34.9%	\$1,626.65
64 - CONTRACTUAL SERVICES	\$74,580.00	\$7,415.00	\$41,492.15	55.6%	\$33,087.85
001-280-6407 - ENGINEERING	\$5,000.00	\$0.00	\$0.00	0.0%	\$5,000.00
001-280-6408 - PROPERTY & CASUALTY ...	\$54,930.00	\$7,406.00	\$28,518.44	51.9%	\$26,411.56
001-280-6409 - JANITORIAL	\$1,500.00	\$0.00	\$277.39	18.5%	\$1,222.61
001-280-6412 - MEDICAL EXPENSE - DOCTOR	\$50.00	\$0.00	\$0.00	0.0%	\$50.00
001-280-6413 - PAYMENTS TO OTHER AGENCIES	\$600.00	\$9.00	\$139.00	23.2%	\$461.00
001-280-6498 - REFUNDS	\$0.00	\$0.00	\$1,400.00	1,400...	\$1,400.00
001-280-6499 - OTHER CONTRACTUAL SERV	\$12,500.00	\$0.00	\$11,157.32	89.3%	\$1,342.68
65 - COMMODITIES	\$126,100.00	\$46,997.84	\$90,566.44	71.8%	\$35,533.56
001-280-6503 - MERCHANDISE FOR RE-SALE	\$120,000.00	\$46,677.10	\$85,973.37	71.6%	\$34,026.63
001-280-6506 - OFFICE SUPPLIES	\$2,500.00	\$37.98	\$1,875.33	75.0%	\$624.67
001-280-6507 - OPERATING SUPPLIES	\$3,000.00	\$282.76	\$2,717.74	90.6%	\$282.26
001-280-6510 - SPECIAL & SAFETY EQUIPMENT	\$600.00	\$0.00	\$0.00	0.0%	\$600.00
112 - EMPLOYEE BENEFITS	\$36,128.00	\$6,768.37	\$33,039.58	91.5%	\$3,088.42



City of Independence
Budget Report
 Airport as of 4/30/2026

Percent of Fiscal YTD 83.3 %

	Budget Estimate	MTD Balance	YTD Balance	% Expd	Unexpended
280 - AIRPORT	\$36,128.00	\$6,768.37	\$33,039.58	91.5%	\$3,088.42
61 - EMPLOYEE BENEFITS & COSTS	\$36,128.00	\$6,768.37	\$33,039.58	91.5%	\$3,088.42
112-280-6110 - FICA - CITY/AIRPORT	\$5,925.00	\$391.46	\$4,609.08	77.8%	\$1,315.92
112-280-6130 - IPERS - CITY/AIRPORT	\$7,312.00	\$551.95	\$5,855.74	80.1%	\$1,456.26
112-280-6131 - WORKERS COMP/AIRPORT	\$1,289.00	\$0.00	\$8.76	0.7%	\$1,280.24
112-280-6150 - GROUP INSURANCE/AIRPORT	\$17,602.00	\$1,500.30	\$14,159.64	80.4%	\$3,442.36
112-280-6154 - EMPLOYEE SELF-FUNDING INS/AIR	\$4,000.00	\$4,324.66	\$8,406.36	210.2%	(\$4,406.36)
323 - CAP OUTLAY SAVINGS/LOST	\$475,000.00	\$2,672.00	\$9,352.00	2.0%	\$465,648.00
280 - AIRPORT	\$475,000.00	\$2,672.00	\$9,352.00	2.0%	\$465,648.00
67 - CAPITAL OUTLAY	\$475,000.00	\$2,672.00	\$9,352.00	2.0%	\$465,648.00
323-280-6727 - AIRPORT-CAP OUTLAY/EQUIPMENT	\$475,000.00	\$2,672.00	\$9,352.00	2.0%	\$465,648.00
TOTAL EXPENSE	\$852,156.00	\$72,269.58	\$283,430.79	33.3%	\$568,725.21

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
001 - GENERAL FUND	(\$145,479.00)	(\$58,475.28)	(\$106,285.03)	70.0%	(\$39,193.97)
018 - AIRPORT REPLACEMENT FUND	\$0.00	\$0.00	\$17.78		(\$17.78)
112 - EMPLOYEE BENEFITS	(\$36,128.00)	(\$6,768.37)	(\$33,039.58)	91.5%	(\$3,088.42)
323 - CAP OUTLAY SAVINGS/LOST	(\$23,750.00)	(\$2,672.00)	(\$9,352.00)	1.0%	(\$14,398.00)



City of Independence
Budget Report
Airport as of 4/30/2026

Percent of Fiscal YTD 83.3 %

	Net Budget	Net MTD Balance	Net YTD Balance	Net %	Net Balance
TOTAL (REV LESS EXP)	(\$205,357.00)	(\$67,915.65)	(\$148,658.83)	27.9%	(\$56,698.17)