



**Wednesday, January 7, 2026  
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 Vice Chair Vicky Pilcher.

Roll Call:

Present – Rottinghaus, Payne, and Pilcher

Others in attendance – City Manager Matthew Schmitz, Airport Director Brett Soukup, Jeff, Steve Streeter, and Brad Lichty.

Absent Unexcused: Merritt Jones

Approve the Agenda:

Motion – Rottinghaus      Second – Payne      Ayes – All

Approve the Minutes:

Motion – Payne      Second – Rottinghaus      Ayes – All

Public Comment: None

**NEW BUSINESS**

**Election of officers.**

The board made a motion to table the decision until February's meeting to ensure a full quorum when electing officers.

Motion – Payne      Second – Pilcher      Ayes – All

**There was a motion to move February's meeting from the 4<sup>th</sup> to the 11<sup>th</sup>**

Motion – Rottinghaus      Second – Pilcher      Ayes – All

**Engineer update.**

Brett provided a brief update on the SRE snow removal equipment. He met with the FAA and the engineering firm to discuss project requirements, specifications, and the materials that need to be submitted to initiate the process. An engineer's cost estimate will also be required to ensure the project aligns with similar projects completed in previous years and is not considered an

outlier. It was also discussed that once the engineering plans are complete, any individual or company interested in bidding on the project must contact the engineering firm directly to obtain the plans and specifications. The engineering firm will be responsible for producing these plans and specifications. The cost for each set of plans may be substantial, potentially up to \$500 per set; however, these costs can be recouped and applied back toward the overall project

**Chairman / City Manager Update.**

No report given.

**Airport Director Update.**

Nothing further than the submitted report.

**Streeters Lease Discussion.**

The Board discussed a request received via email from Streeters indicating their intent to terminate the lease they entered into earlier this fall. During the discussion, it was noted that the lessees felt the current hangar space was too small for their operational needs and that they had been seeking a larger hangar. It was further noted that the lessees have already secured hangar space at the Maquoketa Airport and will relocate their operations there.

Based on the discussion and direction of the Airport Board, the Board accepted the lessees' resignation/lease termination letter. The request will be forwarded to the City Council for final review and approval.

Motion – Rottinghaus      Second – Pilcher      Ayes – All

**Revenues and Expenses to Date.**

We discussed the budget and identified a few line items that are slightly out of alignment. As a result, we will plan to complete a budget amendment at a future date to correct those items. We were aware this adjustment would be necessary as operations transitioned to the City assuming full responsibility, and this amendment will ensure everything is properly aligned moving forward.

Adjournment Time: 6:00 p.m.

Motion – Payne      Second – Rottinghaus      Ayes – All

Submitted by,  
Airport Director