

## Meeting Minutes

**Purpose:**  
Project Kickoff Meeting

**Project Name:**  
Airport Master Plan Update

**Date of Meeting:**  
Friday, March 8, 2013

**Project Number:**  
Snyder & Associates No. 112.0446

**Time of Meeting:**  
2:30 P.M. to 3:50 P.M.

**FAA AIP Number:**  
3-19-0045-12

**Location:**  
Independence Municipal Airport  
Walter Aviation Building

**1) Introductions, Sign-in Sheet.** The sign-in sheet is attached.

### **2) Purpose of Meeting, Objectives**

- a) Official kickoff of the Airport Master Plan Update project.
- b) Discuss current airport and community trends and create a common vision for what the airport needs to do now and in the future to meet aviation demands.
- c) What are the city's expectations for the Airport Master Plan Update?
  - i) The airport is an asset, a product we can market. The question the city needs to ask itself is "How are we going to use this product?"

### **3) Project Scope**

- a) Update Airport Master Plan Report. Chapters will include six total: Inventory, Forecast, Facility Requirements, Environmental Overview, Capital Improvements Program, and Airport Layout Plan.
- b) Prepare Airport Layout Plan (ALP) Set of Drawings, a graphic representation of the airport as it exists today and its future configuration. Set of 16 drawings.
- c) Prepare eALP. Replaces paper process of traditional paper ALP. Online, GIS based system that standardizes ALPs.

### **4) Discuss current airport setting, community trends.**

- a) What is the community's view of the airport? By the average person who does not use the airport, it is seen as a playground for the well to do.
- b) What are the population and economic development trends of the city and county? Population has remained stable since 1950s. Most of population stays within Buchanan County for work, 15 percent goes to Lynn County and 20-25 percent goes to Black Hawk

County. Stable main street (it has always been full with businesses). The trends of baby boomers will translate into city direction/trends. Housing on south side of city. Agricultural helps to support increase in bank deposits. In general, the community is slow to recover from the Great Recession.

- c) What are the major employers? What are the prominent industries? Bachman Tool & Die, Tyson Foods, Mental Health Hospital, Larson, Geater Machining and Manufacturing, L&M Radiator, Flint Hills Resources (ethanol plants in Iowa), Wapsie Valley Creamery (use airport to bring people to fix machines), Ethanol Plant (aircraft based at ALO), and John Deere.
- d) Where are the types of new business? Why are they coming to Independence? Where are they locating? A unique feature of Independence is that the airport is located right off a highway (U.S. Highway 20 and State Highway 150) as compared to other counties/airports. This provides very easy access to the highway system, something businesses want.
- e) Results of Snyder research of U.S. Census data. Discuss potential growth rates for use in forecasting the number of aircraft based at the airport in the future. General agreement that an annual growth rate of 1.8 percent seemed reasonable for airport growth.
- f) Who uses the airport and why?
  - i) Local and out-of-town businesses. Types of aircraft owned/used./owners. Origin and final destination of traffic (i.e., market areas served). Independence is a great fuel stop for east-west coast traffic, especially for Cessna Citation business jets. Walter Aviation has a contract with AvFuel which helps to promote fuel stops at Independence.
  - ii) Aircraft owners. 29 single engine piston, one twin engine piston. No based jets or helicopters. Following the meeting, Walter Aviation provided a list of based aircraft complete with owner, N-number, aircraft model, and owner zip code. There is a waiting list for hangars.
  - iii) Other uses include medical flights (jet/helo one to two times per year related to medical center in Oelwein) and agricultural spraying during the farming season.
  - iv) Flight students coming from Ames, Cedar Rapids, Decorah, and Waterloo. Essentially northeast Iowa (east of I-35 and north of I-80).
  - v) Iowa ANG have helicopters (Black Hawk, Bell, and Chinook) from Waterloo that visit the airport (military pilots like the environment; it is friendly for military aircraft).

## 5) Master Plan Development Tasks

- i) What do the key stakeholders envision the airport to look like in the future? Discussed business park development, hangars, and buildings, etc.
  - (1) For to Air Business Park mock layout provided by BCEDC. Need to have a plan in place with sites platted and surveyed, that is, shovel ready for businesses. Per

BCEDC, the airport needs to serve the business community first and then meet the needs of local pilots.

- (2) Many companies will fly to Independence and drive an hour to their company locations or prospective sites (Manchester, West Union, Cedar Rapids, etc.)  
Need to develop sites on/near the airport to capture this business.
  - (3) Need a 100' x 100' hangar for transient aircraft. This is a project desired in the near term. The transient hangar is planned for the area south of the existing T-hangars; however, the master plan will examine this site relative to overall aviation growth and future T-hangar needs.
  - (4) Need a SRE building. Currently airport SRE fleet is stored in Tan Hangar and cannot be used to store aircraft. Good location for proposed SRE building is south of Tan Hangar.
  - (5) Two separate (and competing) ag sprayers have expressed interest in building a 100' x 100' hangar.
  - (6) Would like to attract FedEx Caravan from Waterloo. Less time to drive to Independence, east highway access.
  - (7) Walter Aviation would like deicing equipment/pad.
  - (8) Walter Aviation desires a jet A fuel truck to service business aircraft. The alternative is to tug the aircraft to the fuel cabinets which is contrary to business aircraft owner wants/culture of parking their aircraft after arrival and not moving it again until departure.
- b) Discuss coordination of on- and off airport development by discussing the following:
- i) For future airport development, are there any areas that should be avoided? Keep any proposed development on the east side of the airport.
  - ii) Are there any on-going or proposed development initiatives on properties bordering and/or surrounding the airport?
    - (1) Monsanto site is located southeast, adjacent to the airport. Property has remained "ready for development" for several years. Need to continue to plan for its development as part of any airport business park plan.
    - (2) Within 10-15 years, there may be a Highway 150 Bypass. Currently Highway 150 comes through the center of town. The bypass could be on the west side of the city (same side as the airport).
  - iii) What are the utilities serving the airport? Are there any constraints to airport development?
    - (1) City has installed water lines, natural gas (proximity to airport uncertain), and fiber optic. Walter Aviation and city-owned Tan Hangar are heated via aboveground propane tanks. No sanitary sewer has been installed to the airport.

- (2) Some long-time airport storm water runoff concerns from Dave Jordaning on his property south of Highway 20 (he also owns land west of airport). Need to consider this if proposing future on-airport development through the master plan update. The city and county also need to be cognizant of this for development adjacent to the airport.

**6) Schedule of Deliverables and Review Periods**

- a) What is the level of involvement the City wants in the master plan update? For City, FBO, Airport Committee, and others?

Submit draft Inventory and Forecast chapters to PAC.....	March 15
PAC Review Period (two weeks) .....	March 18-29
Submit draft Inventory and Forecast chapters to FAA .....	April 5
FAA Review Period (four weeks) .....	April 8 to May 3
Submit draft Facility Req. and Env. Overview Chapters to PAC* .....	May 10
PAC Meeting No. 2* .....	May 10

*\*Depends on FAA review and approval of Forecast.*

