Regular Spencer Airport Board Meeting

Monday, August 10, 2026
3:00 PM
Main Conference Room, City Hall
101 W. 5th Street
Spencer, Iowa

Agenda

1. **Roll Call**
   Norris, Veit, Peterson, Steffan, Schoorman

2. **Motion Adoption**

   A. Approve Airport Board Minutes of July 13, 2026, and Special Airport Board Minutes of July 28, 2026

   B. Approve Claims

3. **New Business**

   A. Approve Airport Black Knights Car Club Event for Taxiway "C" on September 27, 2026

   B. Approve Pay Estimate No. 6 for Contract No. 1 for the 2025 8-Plex Nest T-Hangar to Graves Construction Co., Inc, in the amount of $255,861.80

   C. Resolution to Provide for a Notice of Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2026 AV-Gas Fuel System Project and the Taking of Bids Therefore (Letting Date August 6, 2026, 3:00 P.M., Public Hearing Date and Review of Bids August 17, 2026)

   D. Approve Pay Estimate No. 2 for Contract No. 2 for the 2025 8-Plex Nest T-Hangar to Graves Construction Co., Inc, in the amount of $139,422.00

4. **Old Business**

5. **Public Works Director Report**
   (no action to be taken)

6. **Leading Edge Aviation Report**
   (no action to be taken)

7. **Adjourn**

AIRPORT BOARD OF TRUSTEES
July 13, 2026
SPENCER, IOWA

The Airport Board of Trustees of the City of Spencer, Iowa, met on the 13th day of July, 2026, at 3:00 o'clock P.M., regular session in the Upstairs Conference Room, City Hall, Spencer, Iowa, pursuant to law, to adjournment and to the rules of said Airport Board of Trustees.

The meeting was called to order by Chair, Don Schoorman, and the roll being called, there were present:

PRESENT: Norris (arrived @ 3:03pm), Peterson, Steffen, Schoorman
ABSENT: Veit

It was moved by Board Member Steffen, seconded by Board Member Peterson to approve the minutes of June 8, 2026. The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Peterson, seconded by Board Member Steffen to approve the Claims, as presented for payment. The motion was declared carried when all Board Members present voted aye on voice call vote.

Board Member Peterson introduced and caused to be read the following resolution and moved its adoption, seconded by Board Member Steffen; and after due consideration, thereof by the Board, the Chair put the question upon the motion, and the roll being called, the following named Board Members voted:

Ayes: Norris, Peterson, Steffen, Schoorman
Nays: None

Whereupon, the Chair declared the motion duly carried and said Resolution adopted, as follows:

RESOLUTION NO. 131 RESOLUTION APPROVING AND CONFIRMING PRELIMINARY PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE 2026 AV-GAS SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA (FY 26/27)

Board Member Steffen introduced and caused to be read the following resolution and moved its adoption, seconded by Board Member Peterson; and after due consideration, thereof by the Board, the Chair put the question upon the motion, and the roll being called, the following named Board Members voted:

Ayes: Veit, Peterson, Steffen, Schoorman

Nays: None

Whereupon, the Chair declared the motion duly carried and said Resolution adopted, as follows:

RESOLUTION NO. 132 A RESOLUTION SETTING A PUBLIC HEARING ON THE PLANS, PECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE 2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA

It was moved by Board Member Steffen, seconded by Board Member Norris to Approve Pay Estimate No. 5 for 2025 8-Plex Nest T-Hangar to Graves Construction Co., Inc, for $100,702.85. *Concrete crack in 4 out of 8 door latches noted*. The motion was declared carried when all Board Members present voted aye on voice call vote.

The Board discussed the Fuel Flowage Rate Comparison. The average rate is .0078. The Board made a recommendation to continue discussion next month on where the fee currently sites and what the reserve impact is.

The Board discussed the following on Establishing the New Hangar Tenant Priority Policy:

1. Current customer wing length – 38.44
2. Wing length – not a customer
3. Current customers
4. #34\43 allows for additional storage items

It was moved by Board Member Peterson, seconded by Board Member Norris to Table Action on New Hangar Tenant Priority Policy. The motion was declared carried when all Board Members present voted aye on voice call vote.

The Board discussed Establishing the New Hangar Lease Rates. Proposed rent($0.21/sq ft)on 8 Plex #37, #38, #39, #40, #41, #42 at $250/month. #36 and #43 at $325/month.

It was moved by Board Member Peterson, seconded by Board Member Norris to approve new hangar lease rates at $325/month.

No Action Taken

It was moved by Board Member Peterson, seconded by Board Member Norris to amend to the previous motion and lease #36 and #43 at $350/month. The motion was declared carried when all Board Members present voted aye on voice call vote.

Public Works Director Report:

- Quarterly large hangar door inspection

- Erosion
- Maintenance items – Dakota Air Spray

Items for Future Agenda:

- 2027 Flight breakfast City of Spencer sponsorship
- Tuesday, July 28th at 3:00 P.M. Special Airport Board Meeting

It was moved by Board Member Peterson and seconded by Board Member Norris to adjourn at 4:31 P.M. The motion was declared carried when all Board Members present voted aye on voice call vote.

____

Don Schoorman, Chair

ATTEST:

____

Mary Beth Breidinger
City Clerk

AIRPORT BOARD OF TRUSTEES
July 28, 2026
SPENCER, IOWA

The Airport Board of Trustees of the City of Spencer, Iowa, met on the 28th day of July, 2026, at 3:00 o'clock P.M., special session in the Main Conference Room, City Hall, Spencer, Iowa, pursuant to law, to adjournment and to the rules of said Airport Board of Trustees.

The meeting was called to order by Chair, Don Schoorman, and the roll being called, there were present:

PRESENT: Norris, Peterson, Veit (arrived at 3:08), Steffen, Schoorman
ABSENT: None

It was moved by Board Member Steffen, seconded by Board Member Norris to Approve Change Order #1 for 2025 8-Plex Nester T-Hangar Project and Paint on Rock Firewalls and Solid Walk Doors. The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Peterson, seconded by Board Member Steffen to approve the Airport Hangar Leases with Priority Preference for the Large Hangars and a 5% Annual Increase in Rent Starting January 1, 2028. The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Peterson and seconded by Board Member Veit to adjourn at 3:34 P.M. The motion was declared carried when all Board Members present voted aye on voice call vote.

____
Don Schoorman, Chair

ATTEST:

____
Mary Beth Breidinger
City Clerk

Budget Report

Account Summary

Spencer, IA

For Fiscal: 2025-2026 Period Ending: 07/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 660 - AIRPORT ENTERPRISE							
Revenue							
660-4-280-4-4311	RENT INCOME - FARM	45,000.00	90,000.00	40,000.00	40,000.00	-50,000.00	55.56 %
660-4-280-4-4312	RENT INCOME - HANGARS	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
660-4-280-4-4313	RENT INCOME - FACILITIES	72,000.00	90,437.00	15,892.00	15,892.00	-74,545.00	82.43 %
660-4-280-4-4341	FUELING FEES	15,000.00	15,000.00	1,172.70	1,172.70	-13,827.30	92.18 %
660-4-950-4-4300	INTEREST	1,000.00	1,000.00	473.90	473.90	-526.10	52.61 %
660-4-950-4-4799	OTHER REVENUE	0.00	9,000.00	0.00	0.00	-9,000.00	100.00 %
	Revenue Total:	**178,000.00**	**250,437.00**	**57,538.60**	**57,538.60**	**-192,898.40**	**77.02%**
Expense							
660-5-280-60100	SALARIES	15,000.00	15,000.00	2,181.89	2,181.89	12,818.11	85.45 %
660-5-280-60200	PART TIME SALARIES	4,500.00	4,500.00	890.34	890.34	3,609.66	80.21 %
660-5-280-60400	OVERTIME	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
660-5-280-61100	FICA - CITY	1,350.00	1,350.00	181.77	181.77	1,168.23	86.54 %
660-5-280-61200	MEDICARE - CITY	400.00	400.00	42.51	42.51	357.49	89.37 %
660-5-280-61300	IPERS - CITY	2,100.00	2,100.00	278.53	278.53	1,821.47	86.74 %
660-5-280-62400	MEETINGS & CONFERENCES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
660-5-280-63100	BUILDING MAINT & REPAIR	25,000.00	25,000.00	235.43	235.43	24,764.57	99.06 %
660-5-280-63200	GROUNDS MAINT & REPAIR	10,000.00	10,000.00	234.75	234.75	9,765.25	97.65 %
660-5-280-63310	VEHICLE OPERATIONS - FUEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
660-5-280-63320	VEHICLE MAINT & REPAIR	500.00	500.00	0.00	0.00	500.00	100.00 %
660-5-280-63500	EQUIPMINT MAINT & REPAIRS	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
660-5-280-63710	UTILITIES - ELECTRIC	31,000.00	31,000.00	2,554.49	2,554.49	28,445.51	91.76 %
660-5-280-63711	UTILITIES - GAS	6,000.00	6,000.00	-93.17	-93.17	6,093.17	101.55 %
660-5-280-63740	UTILITIES - WATER	2,000.00	2,000.00	176.42	176.42	1,823.58	91.18 %
660-5-280-63741	UTILITES - SEWER	1,500.00	1,500.00	181.43	181.43	1,318.57	87.90 %
660-5-280-64080	INSURANCE EXPENSE	10,000.00	10,000.00	9,261.00	9,261.00	739.00	7.39 %
660-5-280-64110	LEGAL EXPENSE	1,000.00	1,000.00	550.00	550.00	450.00	45.00 %
660-5-280-64182	PROPERTY TAXES	240.00	240.00	0.00	0.00	240.00	100.00 %
660-5-280-64902	ASSOCIATION DUES - CITY	500.00	500.00	0.00	0.00	500.00	100.00 %
660-5-280-64990	OTHER CONTRACTUAL SERVICES	41,445.00	41,445.00	3,581.58	3,581.58	37,863.42	91.36 %
660-5-280-65070	OPERATING SUPPLIES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
660-5-280-65083	POSTAGE / SHIPPING FEES	200.00	200.00	0.00	0.00	200.00	100.00 %
660-5-280-65990	MISCELLANEOUS EXPENSE	5,500.00	5,500.00	62.34	62.34	5,437.66	98.87 %
660-5-280-69300	TRANSFERS TO WORK COMP	800.00	800.00	0.00	0.00	800.00	100.00 %
660-5-280-69400	TRANSFERS TO PROPERTY INS	5,780.00	5,780.00	0.00	0.00	5,780.00	100.00 %
	Expense Total:	**176,815.00**	**176,815.00**	**20,319.31**	**20,319.31**	**156,495.69**	**88.51%**
	Fund: 660 - AIRPORT ENTERPRISE Surplus (Deficit):	**1,185.00**	**73,622.00**	**37,219.29**	**37,219.29**	**-36,402.71**	**49.45%**
Fund: 661 - AIRPORT RESERVE							
Revenue							
661-4-950-3-4400	FEDERAL GRANTS	67,500.00	67,500.00	0.00	0.00	-67,500.00	100.00 %
661-4-950-4-4300	INTEREST	12,000.00	12,000.00	1,321.16	1,321.16	-10,678.84	88.99 %
	Revenue Total:	**79,500.00**	**79,500.00**	**1,321.16**	**1,321.16**	**-78,178.84**	**98.34%**
Expense							
661-5-280-67270	OTHER CAPITAL EQUIPMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
	Expense Total:	**25,000.00**	**25,000.00**	**0.00**	**0.00**	**25,000.00**	**100.00%**
	Fund: 661 - AIRPORT RESERVE Surplus (Deficit):	**54,500.00**	**54,500.00**	**1,321.16**	**1,321.16**	**-53,178.84**	**97.58%**
	Report Surplus (Deficit):	**55,685.00**	**128,122.00**	**38,540.45**	**38,540.45**	**-89,581.55**	**69.92%**

Group Summary

Account Typ…	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 660 - AIRPORT ENTERPRISE						
Revenue	178,000.00	250,437.00	57,538.60	57,538.60	-192,898.40	77.02%
Expense	176,815.00	176,815.00	20,319.31	20,319.31	156,495.69	88.51%
Fund: 660 - AIRPORT ENTERPRISE Surplus (Deficit):	**1,185.00**	**73,622.00**	**37,219.29**	**37,219.29**	**-36,402.71**	**49.45%**
Fund: 661 - AIRPORT RESERVE						
Revenue	79,500.00	79,500.00	1,321.16	1,321.16	-78,178.84	98.34%
Expense	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%
Fund: 661 - AIRPORT RESERVE Surplus (Deficit):	**54,500.00**	**54,500.00**	**1,321.16**	**1,321.16**	**-53,178.84**	**97.58%**
Report Surplus (Deficit):	**55,685.00**	**128,122.00**	**38,540.45**	**38,540.45**	**-89,581.55**	**69.92%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
660 - AIRPORT ENTERPRISE	1,185.00	73,622.00	37,219.29	37,219.29	-36,402.71
661 - AIRPORT RESERVE	54,500.00	54,500.00	1,321.16	1,321.16	-53,178.84
Report Surplus (Deficit):	**55,685.00**	**128,122.00**	**38,540.45**	**38,540.45**	**-89,581.55**

Airport Claims 8-10-2026

Spencer, IA

By Vendor Name

Payment Dates 7/14/2026 - 8/10/2026

Description (Item)	Account Name	Account Number	Project Account Key	Amount
Vendor: 01060 - Amazon Capital Services				
Airport toilet parts	EQUIPMINT MAINT & REPAIRS	660-5-280-63500		42.74
			Vendor 01060 - Amazon Capital Services Total:	**42.74**
Vendor: 01117 - Black Hills Energy				
1981 330th st s offices - airport	UTILITIES - GAS	660-5-280-63711		43.09
1981 330th st hangar #5 - airp…	UTILITIES - GAS	660-5-280-63711		43.09
			Vendor 01117 - Black Hills Energy Total:	**86.18**
Vendor: 02087 - Blueglobes LLC				
runway bulbs	GROUNDS MAINT & REPAIR	660-5-280-63200		177.31
			Vendor 02087 - Blueglobes LLC Total:	**177.31**
Vendor: 19060 - Bomgaars				
screws for sheet metal repair	BUILDING MAINT & REPAIR	660-5-280-63100		15.80
			Vendor 19060 - Bomgaars Total:	**15.80**
Vendor: 04018 - C.W. Suter Services				
A/C Maintenance and Repair	BUILDING MAINT & REPAIR	660-5-280-63100		1,839.00
			Vendor 04018 - C.W. Suter Services Total:	**1,839.00**
Vendor: 37132 - CivicPlus				
AI code generator for PADS (n…	TECHNOLOGY EXPENSE	660-5-280-64192		44.94
			Vendor 37132 - CivicPlus Total:	**44.94**
Vendor: 05059 - Ecolab Pest Elimination				
Pest Control	BUILDING MAINT & REPAIR	660-5-280-63100		196.46
			Vendor 05059 - Ecolab Pest Elimination Total:	**196.46**
Vendor: 06030 - Farmers Trust & Savings Bank				
PAYROLL TAXES	FEDERAL TAXES PAYABLE	660-2-000-21201		135.34
PAYROLL TAXES	FEDERAL TAXES PAYABLE	660-2-000-21201		65.90
PAYROLL TAXES	FEDERAL TAXES PAYABLE	660-2-000-21201		31.66
PAYROLL TAXES	FEDERAL TAXES PAYABLE	660-2-000-21201		27.25
PAYROLL TAXES	FEDERAL TAXES PAYABLE	660-2-000-21201		44.98
PAYROLL TAXES	FEDERAL TAXES PAYABLE	660-2-000-21201		10.52
			Vendor 06030 - Farmers Trust & Savings Bank Total:	**315.65**
Vendor: 09049 - Iowa Public Employees Retirement System				
IPERS	IPERS PAYABLE	660-2-000-21203		54.97
IPERS	IPERS PAYABLE	660-2-000-21203		58.57
IPERS	IPERS PAYABLE	660-2-000-21203		57.09
			Vendor 09049 - Iowa Public Employees Retirement System Total:	**170.63**
Vendor: 11050 - Kruse Cate & Nelson PC				
100 LL Fueling Cabinet	ENGINEERING	660-5-280-64070		1,947.00
			Vendor 11050 - Kruse Cate & Nelson PC Total:	**1,947.00**
Vendor: 12046 - Leading Edge Aviation Inc				
MONTHLY MNGMNT PAYME…	OTHER CONTRACTUAL SERVIC…	660-5-280-64990		3,581.58
			Vendor 12046 - Leading Edge Aviation Inc Total:	**3,581.58**
Vendor: 17000 - Quadient Finance USA Inc				
Postage Ink	POSTAGE / SHIPPING FEES	660-5-280-65083		5.27
Postage	POSTAGE / SHIPPING FEES	660-5-280-65083		41.48
			Vendor 17000 - Quadient Finance USA Inc Total:	**46.75**
Vendor: 19160 - Self Law Office PLLC				
Airport Board Legal Expenses	LEGAL EXPENSE	660-5-280-64110		687.50
			Vendor 19160 - Self Law Office PLLC Total:	**687.50**

Description (Item)	Account Name	Account Number	Project Account Key		Amount
Vendor: 19133 - Solutions Inc					
Prepaid hourly labor for disco…	TECHNOLOGY EXPENSE	660-5-280-64192			500.00
			Vendor 19133 - Solutions Inc	**Total:**	**500.00**
Vendor: 19270 - Spencer Municipal Utilities					
1963 330th st -airport suite 9 …	UTILITIES - ELECTRIC	660-5-280-63710			82.28
1957 330 st -airport - electric	UTILITIES - ELECTRIC	660-5-280-63710			1,671.03
1963 330th st - airport suite 7…	UTILITIES - ELECTRIC	660-5-280-63710			596.13
1957 330 st -airport - water	UTILITIES - WATER	660-5-280-63740			116.96
1957 330 st -airport - sewer	UTILITES - SEWER	660-5-280-63741			160.17
1957 - 330th st - airport	MISCELLANEOUS EXPENSE	660-5-280-65990			33.17
			Vendor 19270 - Spencer Municipal Utilities	**Total:**	**2,659.74**
Vendor: 20059 - State of Iowa Treasurer					
STATE WITHHOLDING	STATE TAXES PAYABLE	660-2-000-21202			19.67
STATE WITHHOLDING	STATE TAXES PAYABLE	660-2-000-21202			28.28
STATE WITHHOLDING	STATE TAXES PAYABLE	660-2-000-21202			9.74
			Vendor 20059 - State of Iowa Treasurer	**Total:**	**57.69**
Vendor: 22064 - Visa (Admin)					
ConstantContact All staff email..	TECHNOLOGY EXPENSE	660-5-280-64192			3.71
			Vendor 22064 - Visa (Admin)	**Total:**	**3.71**
				Grand Total:	**12,372.68**

Report Summary

Fund Summary

Fund		Expense Amount	Payment Amount
660 - AIRPORT ENTERPRISE		12,372.68	12,372.68
	Grand Total:	**12,372.68**	**12,372.68**

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
660-2-000-21201	FEDERAL TAXES PAYABLE	315.65	315.65
660-2-000-21202	STATE TAXES PAYABLE	57.69	57.69
660-2-000-21203	IPERS PAYABLE	170.63	170.63
660-5-280-63100	BUILDING MAINT & REP…	2,051.26	2,051.26
660-5-280-63200	GROUNDS MAINT & REP…	177.31	177.31
660-5-280-63500	EQUIPMINT MAINT & RE…	42.74	42.74
660-5-280-63710	UTILITIES - ELECTRIC	2,349.44	2,349.44
660-5-280-63711	UTILITIES - GAS	86.18	86.18
660-5-280-63740	UTILITIES - WATER	116.96	116.96
660-5-280-63741	UTILITES - SEWER	160.17	160.17
660-5-280-64070	ENGINEERING	1,947.00	1,947.00
660-5-280-64110	LEGAL EXPENSE	687.50	687.50
660-5-280-64192	TECHNOLOGY EXPENSE	548.65	548.65
660-5-280-64990	OTHER CONTRACTUAL S…	3,581.58	3,581.58
660-5-280-65083	POSTAGE / SHIPPING FE…	46.75	46.75
660-5-280-65990	MISCELLANEOUS EXPEN…	33.17	33.17
	Grand Total:	**12,372.68**	**12,372.68**

Project Account Summary

Project Account Key		Expense Amount	Payment Amount
None		12,372.68	12,372.68
	Grand Total:	**12,372.68**	**12,372.68**

SPENCER MUNICIPAL AIRPORT (KSPW)
NON-AERONAUTICAL ACTIVITY AGREEMENT

This agreement is made by and between the City of Spencer (hereinafter, "City"), acting through its Airport Board of Trustees, owner of the Spencer Municipal Airport (KSPW) (also known as the Northwest Iowa Regional Airport) (hereinafter, "Airport"), and Black Knights, Inc., (hereinafter "Promoters").

1. **BASIS OF AGREEMENT** Promoters have asked to lease and use a portion of Taxiway "C" at the Airport on Sunday, September 27, 2026 from 9:00 o'clock a.m. to 5:00 o'clock p.m. for the purposes of conducting automobile acceleration events. The City has approved this temporary lease and use of a portion of Taxiway "C", subject to the terms and conditions of this agreement.

2. **LEASE AND PERMIT TO** USE. The Promoters are granted the right to use a portion of Taxiway "C" for the purpose of conducting automobile acceleration exhibitions on Sunday, September 27, 2026 from 9:00 o'clock a.m. to 5:00 o'clock p.m. This lease and right to use is subject to legitimate use by aircraft. If it is necessary for safe aircraft operation during the lease period, the Promoters will suspend the activity and permit use by the aircraft.

It is understood that in addition to the participants, members of the public are expected to attend the event and will utilize the public facilities at the Airport.

3. **AIRPORT TO REMAIN OPEN.** The Airport shall remain open and available to aircraft taking takeoffs and landings and airport movements during the time of the promoter's event. Aircraft shall have the right of way and event activities shall be suspended as necessary to accommodate the movement of aircraft.

4. **SAFETY.** The Promoters will comply with all the requirements of the City related to safety of persons at the Airport. None of the Promoter's activities will take place within the runway safety zone. The Promoters will erect temporary barriers and limit and delineate the area of the acceleration exhibitions.

The Promoters shall designate and delineate an appropriate area in which spectators are permitted and shall take necessary actions to keep spectators within the designated area.

5. **STAFF COMMUNICATION.** The Promoters shall provide at least six (6) persons designated to organize and supervise the event and to monitor and guide participants and spectators. These representatives of the Promoters shall have two-way radios capable of transmitting and receiving on the Unicom frequency at the Airport.

6. **INSURANCE.** The Promoters should provide for the City a certificate of liability insurance commercial and general liability insurance covering the Promoters in an amount not less than $1,000,000.00 which shall include the City of Spencer and Leading Edge Aviation, Inc. as

additional insureds.

7. **HOLD HARMLESS.** The Promoters agree to hold the City of Spencer, the Spencer Airport Board, Leading Edge Aviation, Inc. and their officers, employees and agents harmless and free form loss in regard to any damages, liabilities, judgments or other claims arising from Promoters' activities at the Spencer Municipal Airport (KSPW) (also known as the Northwest Iowa Regional Airport) pursuant to this agreement. The Promoters agree to pay defense costs, investigation costs, attorney fees other litigation expenses and any damages which may be awarded in regard to such claims.

8. **CLEANUP.** At the conclusion, the event the Promoters shall remove all materials which they have placed, shall police the area of their activities, and shall pick up, collect and dispose of all waste and refuse. The Promoters shall restore the airport property to its pre-event condition and repair all damage to airport facilities resulting from the event at the promoter's expense in a timely manner and in conformance with FAA standards.

9. **FAA APPROVAL.** The FAA Region 7 office has requested information about the event to confirm FAA requirements and the City's assurances to the FAA are satisfied. The City has provided the requested information. The City is advised that the FAA has no objection to the event. If the FAA Region 7 office disapproves or restricts the event, this agreement and use of the airport is subject to modification or cancellation by the City.

IT IS ALL SO AGREED.

BLACK KNIGHTS AUTO CLUB

______________________ By: ______________________________________

Date

CITY OF SPENCER, IOWA

______________________ By: ______________________________________

Date

Spencer Municipal Airport (KSPW)
Board of Trustees Chairman

KRUSE, CATE & NELSON, P.C.
ENGINEERING AND LAND SURVEYING SERVICE
SPENCER, IOWA 51301

JAMES E. THIESSE
BRIAN J. SCHMIDT
ROSS D. McWHIRTER

2303 W. 18TH STREET
PHONE 712-262-3468
FAX 712-262-9468
info@kcn-eng.com

August 6, 2026

City of Spencer Airport Board/City Council
101 W 5th Street
Spencer, Iowa 51301

Re: 2025 8-PLEX NESTED T-HANGAR, SPENCER MUNICIPAL AIRPORT
CONTRACT NO. 1 - Payment Estimate

Dear Barb & Mark:

We are transmitting herewith on behalf of the Contractor, Graves Construction Co., Inc, 1 copy of Payment Estimate No. 6 (Partial) for Contract No. 1 of subject project in the amount of **$255,861.80**.

We have reviewed the quantities contained herein and recommend payment in the amount shown.

Please let me know if you have any questions.

Very truly yours,

KRUSE, CATE & NELSON, P.C.

By: Ross McWhirter
Ross D. McWhirter, PE

2219PE.doc

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER:
City of Spencer, Clay Co., Iowa
101 West 5th Street
Spencer, IA 51301

FROM CONTRACTOR:
Graves Construction Co Inc
PO Box 1417
Spencer, IA 51301
CONTRACT FOR:

PROJECT:
2025 8-Plex Nested T-Hangar Project, Spencer Municipal Airport
CONTRACT NO. 1

VIA ARCHITECT:
Kruse, Cate & Nelson, P.C.
2303 West 18th Street
Spencer, IA 51301

APPLICATION NC 6

PERIOD TO: 7/30/2026

PROJECT NO: 3-19-0086-031
3-19-0086-032

CONTRACT DATE June 12, 2025

Distribution to:
- [x] OWNER
- [x] ARCHITECT
- [x] CONTRACTOR
- [ ]
- [ ]

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM $ 1,226,840.40
2. Net change by Change Orders $ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) $ 1,226,840.40
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) $ 1,152,488.21
5. RETAINAGE:
   a. 5 % of Completed Work (Column D + E on G703) $ 57,624.41
   b. 0 % of Stored Material (Column F on G703) $ 0
   Total Retainage (Lines 5a + 5b or Total in Column I of G703) $ 57,624.41
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) $ 1,094,863.80
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) $ 839,002.00
8. CURRENT PAYMENT DUE $ 255,861.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) $ 131,976.60

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [signature] Date: 8/06/26

State of: Iowa County of: Clay
Subscribed and sworn to before me this 6th day of Aug.
Notary Public: [signature]
My Commission expires: October 10, 2028

KRISTIN HANNEGREFS
Commission Number 749047
My Commission Expires
October 10, 2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . $ 255,861.80

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Ross [signature] Date: 8-6-26

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Schedule of Values

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6
APPLICATION DATE: 7/31/26
PERIOD TO: 7/30/26
PROJECT NO: 3-19-0086-031
3-19-0086-032

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE) 5%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Installation and Removal of Silt Fence	$3,220.00	$1,610.00	$0.00	$0.00	$1,610.00	50%	$1,610.00	$80.50
2	Mobilization	$65,000.00	$58,500.00	$6,500.00	$0.00	$65,000.00	100%	$0.00	$3,250.00
2A	Traffic Control	$5,300.00	$5,300.00	$0.00	$0.00	$5,300.00	100%	$0.00	$265.00
3	Unclassified Excavation	$30,651.00	$24,500.00	$6,151.00	$0.00	$30,651.00	100%	$0.00	$1,532.55
4	Subbase Course	$14,660.00	$14,660.00	$0.00	$0.00	$14,660.00	100%	$0.00	$733.00
5	Aggregate Base Course	$1,272.00	$0.00	$1,272.00	$0.00	$1,272.00	100%	$0.00	$63.60
6	6" Portland Cement Pavement	$126,060.00	$0.00	$126,060.00	$0.00	$126,060.00	100%	$0.00	$6,303.00
7	6" Reinforced PCC Pavement (per plan)	$42,700.00	$0.00	$42,700.00	$0.00	$42,700.00	100%	$0.00	$2,135.00
8	P-501-5.1 Mix Design, Correlation Testing & QC	$19,300.00	$4,900.00	$14,400.00	$0.00	$19,300.00	100%	$0.00	$965.00
9	Joint Scaling Filler	$7,511.00	$0.00	$0.00	$0.00	$0.00	0%	$7,511.00	$0.00
10	Surface Preparation (For Paint)	$3,600.00	$0.00	$1,035.21	$0.00	$1,035.21	29%	$2,564.79	$51.76
11	Marking (Centerline Paint 6" Wide)	$2,700.00	$0.00	$0.00	$0.00	$0.00	0%	$2,700.00	$0.00
12	Reflective Media	$500.00	$0.00	$0.00	$0.00	$0.00	0%	$500.00	$0.00
13	18" Corrugated Metal Pipe	$2,520.00	$0.00	$2,520.00	$0.00	$2,520.00	100%	$0.00	$126.00
14	Seeding - Permanent Lawn Mixture	$7,346.40	$0.00	$0.00	$0.00	$0.00	0%	$7,346.40	$0.00
15	Seeding - Alfalfa Seed Mixture	$6,000.00	$0.00	$0.00	$0.00	$0.00	0%	$6,000.00	$0.00
16	Topsoil (Strip, Stockpile & Place)	$8,690.00	$0.00	$8,690.00	$0.00	$8,690.00	100%	$0.00	$434.50
17	Mulching	$6,120.00	$0.00	$0.00	$0.00	$0.00	0%	$6,120.00	$0.00
18	8-Plex Nested T-Hangar - Complete	$855,000.00	$755,000.00	$60,000.00	$0.00	$815,000.00	95%	$40,000.00	$40,750.00
19	6" Granular Subbase under Hangar Floor	$18,690.00	$18,690.00	$0.00	$0.00	$18,690.00	100%	$0.00	$934.50
	GRAND TOTALS	$1,226,840.40	$883,160.00	$269,328.21	$0.00	$1,152,488.21	93.9%	$74,352.19	$57,624.41

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

RESOLUTION NO.

A RESOLUTION SETTING A PUBLIC HEARING ON THE PLANS, PECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE 2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA

WHEREAS, it has been proposed that the Airport Board of Trustees of the City of Spencer, Iowa (the "Board"), undertake the authorization of a public improvement to be constructed as described in the proposed plans and specifications and form of contract prepared by Kruse, Cate & Nelson P.C. (the "Project Engineers"), which may be hereafter referred to as the "2026 AV-Gas Fuel System Improvement Project (and is sometimes hereinafter referred to as the "Project"), which proposed plans, specifications, notice of hearing and letting, and form of contract and estimate of cost (the "Contract Documents") are on file with the City Clerk; and

WHEREAS, the engineering firm of Kruse, Cate & Nelson, P.C., has prepared and placed on file in the office of the City Clerk the preliminary plans, specifications, form of contract, and estimate of cost for said public improvements; and

WHEREAS, it is necessary to fix a time and place of a public hearing on the Contract Documents and to advertise for sealed bids for the Project;

NOW, THEREFORE, Be It Resolved by the Board of the City of Spencer, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the construction of the Project.

Section 3. August 17, 2026, at 3:00 p.m., at the Main Conference Room, City Hall, Spencer, Iowa, is hereby fixed as the time and place of hearing on the Contract Documents.

Section 4. The City Clerk is hereby authorized and directed to give notice of the hearing on the Contract Documents for the Project in a newspaper of general circulation in the City, which publication shall be made at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing. The notice shall be in substantially the form attached to this resolution.

Section 5. The Board hereby delegates to the City Clerk the duty of receiving bids for the construction of the Project until 3:00 p.m., on August 6, 2026, at the office of the City Clerk, Spencer, Iowa. At such time in the Main Conference Room at City Hall, the Board hereby delegates to the City Clerk and/or the Project Engineers the duty of opening and announcing the results of the bids received. August 17, 2026, at 3:00 p.m., at the Main Conference Room, City Hall, in the City, is hereby fixed as the time and place that the Board will consider the bids received in connection therewith.

Section 6. The amount of the bid security to accompany each bid is hereby fixed at 5% of the total amount of the bid.

(Form of Notice to Bidders)

NOTICE TO BIDDERS

NB - 3 Contractors shall use their best efforts to solicit bids from and to utilize minority group contractors and subcontractors, or contractors and subcontractors with meaningful minority group and female representation among their employees.

This project is funded in part by a grant from the Iowa Department of Transportation, bidders are required to meet affirmative action requirements to encourage and increase participation of disadvantaged individuals in Targeted Small Business (TSB) enterprises. These requirements are based on Iowa Code Section 19B.7. These requirements supersede all existing TSB regulations, orders, circulars and administrative requirements. Bidders shall comply with the TSB provisions of this contract. The TSB Directory can be found at: https://iowaeda.microsoftcrmportals.com/tsb-search/

The City of Spencer, Iowa, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City of Spencer, Iowa, does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Spencer City Manager has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

This Notice is given by order of the Spencer Municipal Airport Board of Trustees, Northwest Iowa Regional Airport, Spencer, Iowa.

By: Don Schoorman Chairperson, Spencer Municipal Airport Board of Trustees

Attest: Mary Beth Breidinger City Clerk, Spencer, Iowa

END OF NOTICE

Section 8. All provisions set out in the attached forms of notice are hereby recognized and prescribed by this Board and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved August 10, 2026.

____

Don Schoorman, Chairperson

Attest:

____

Mary Beth Breidinger, City Clerk

(SEAL)

PUBLICATION CERTIFICATE:

STATE OF IOWA
COUNTY OF CLAY SS:
CITY OF SPENCER

I, the undersigned, City Clerk of the City of Spencer, Iowa, do hereby certify that pursuant to the resolution of its Airport Board fixing a date of hearing on the proposed plans and specifications, form of contract and estimated cost for the 2026 AV-Gas Fuel System Improvement Project, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this ____ day of ________________, 2026.

____
City Clerk

(Attach here publisher's affidavit of publication of notice of hearing.)

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR CONSTRUCTION OF THE: "2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA".

NOTICE IS HEREBY GIVEN: That the Spencer Municipal Airport Board of Trustees, City of Spencer, Clay County, Iowa, will hold a public hearing at the Spencer City Hall located at 101 West 5th Street, Spencer, Iowa at 3:00 O'clock P.M. on the 17th day of August, 2026, on the adoption of plans, specifications, form of contract and estimate of cost for the construction of the following improvements in the City, described in general as the "2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA", and at said hearing any interested person may appear and file objections to the aforesaid improvements.

The 2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA, consists of:

Replacing the existing 100 Low Lead Aircraft fueling cabinet with a new cabinet capable of fueling overwing fueled aircraft.

This Notice is given by order of the Spencer Municipal Airport Board of Trustees, Northwest Iowa Regional Airport, Spencer, Iowa.

By: Don Schoorman
Chairperson, Spencer Municipal Airport Board of Trustees rt Board of Trustees

Attest: Mary Beth Breidinger
City Clerk, Spencer, Iowa

END OF NOTICE

KRUSE, CATE & NELSON, P.C.
ENGINEERING AND LAND SURVEYING SERVICE
SPENCER, IOWA 51301

JAMES E. THIESSE
BRIAN J. SCHMIDT
ROSS D. McWHIRTER

2303 W. 18TH STREET
PHONE 712-262-3468
FAX 712-262-9468
info@kcn-eng.com

August 6, 2026

City of Spencer Airport Board/City Council
101 W 5th Street
Spencer, Iowa 51301

Re: 2025 8-PLEX NESTED T-HANGAR, SPENCER MUNICIPAL AIRPORT
CONTRACT NO. 2 - Payment Estimate

Dear Barb & Mark:

We are transmitting herewith on behalf of the Contractor, Graves Construction Co., Inc, 1 copy of Payment Estimate No. 2 (Partial) for Contract No. 2 of subject project in the amount of **$139,422.00**.

We have reviewed the quantities contained herein and recommend payment in the amount shown.

Please let me know if you have any questions.

Very truly yours,

KRUSE, CATE & NELSON, P.C.

By: Ross McWhirter
Ross D. McWhirter, PE

2219PE.doc

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF THREE PAGES

TO OWNER:
City of Spencer, Clay Co., Iowa
101 West 5th Street
Spencer, IA 51301

FROM CONTRACTOR:
Graves Construction Co Inc
PO Box 1417
Spencer, IA 51301

CONTRACT FOR:

PROJECT:
2025 8-Plex Nested T-Hangar Project, Spencer Municipal Airport
CONTRACT NO. 2

VIA ARCHITECT:
Kruse, Cate & Nelson, P.C.
2303 West 18th Street
Spencer, IA 51301

APPLICATION N(2

PERIOD TO: 7/30/2026

PROJECT NO: GAVI - 91260SPW100

CONTRACT DATE June 12, 2025

Distribution to:
- [x] OWNER
- [x] ARCHITECT
- [x] CONTRACTOR
- [ ]
- [ ]

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM $ 167,930.50
2. Net change by Change Orders $ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) $ 167,930.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) $ 159,100.00
5. RETAINAGE:
   a. 5 % of Completed Work (Column D + E on G703) $ 7,955.00
   b. 0 % of Stored Material (Column F on G703) $
   Total Retainage (Lines 5a + 5b or Total in Column I of G703) $ 7,955.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) $ 151,145.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) $ 11,723.00
8. CURRENT PAYMENT DUE $ 139,422.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) $ 16,785.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Dan Graves Date: 8/06/26

State of: Iowa County of: Clay
Subscribed and sworn to before me this 6th day of Aug.
Notary Public: Kristin Hannegrefs
My Commission expires: October 10, 2028

NOTARIAL SEAL IOWA
KRISTIN HANNEGREFS
Commission Number 74904
My Commission Expires
October 10, 2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . $ 139,422.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Ross McWhirter Date: 8-6-26

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Schedule of Values

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 7/31/26
PERIOD TO: 7/30/26
PROJECT NO: GAVI - 91260SPW100

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE) 5%
	CONTRACT NO. 2								
20	Subbase Course	$12,340.00	$12,340.00	$0.00	$0.00	$12,340.00	100%	$0.00	$617.00
21	6" Portland Cement Concrete Pavement	$146,760.00	$0.00	$146,760.00	$0.00	$146,760.00	100%	$0.00	$7,338.00
22	PCC Pavement Nominal Reinforcing	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
23	Joint Scaling Filler	$8,830.50	$0.00	$0.00	$0.00	$0.00	0%	$8,830.50	$0.00
	CONTRACT NO. 2 GRAND TOTALS	$167,930.50	$12,340.00	$146,760.00	$0.00	$159,100.00	95%	$8,830.50	$7,955.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity