



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

September 30, 2025 - 6:30 PM

CALL TO ORDER

The meeting was called to order at 6:34 PM.

ROLL CALL

Present: Woodraska, Schares, Reinking, Brackett, Bagge, Mulfinger, Ricchio

Absent: NA

APPROVAL OF MINUTES

- September Minutes.
Minutes from the previous meeting were reviewed. A motion to approve was made by Schares and seconded by Brackett. Motion carried unanimously.

EXPENSE REVIEW

Monthly expenses were reviewed and accepted without issue. A motion to approve expenses was made by Ranking and seconded by Brackett. Motion passed unanimously.

FBO REPORT

- Mike Wilhelm was absent but had three aircraft inspections underway.
- He reported increased traffic, with recent visits by aircraft from Minnesota and Wisconsin.
- The board expressed appreciation for his efforts and highlighted increased transient fuel sales.

OLD BUSINESS

- Terminal Cleaning Issues
Discussion of recent complaints about cleaning quality.
Noted a shift in duties to the public works department and plans to increase cleaning frequency to once a week.
Board agreed to continue monitoring and possibly revisit contracting services.
- Fuel System Functionality
No major issues recently. A sign was added reminding users to insert their card again to obtain a receipt.
Emphasis on documenting and communicating any outages promptly.
- FBO and Fuel Pricing Listings
Prices remain competitive, and updating listings on SkyVector, AirNav, and 100LL.com was discussed.
Access to update AirNav and ForeFlight is being pursued.
- Hangar Door Repairs
A tenant reported alignment issues; Tommy was notified.
Suggestion to secure the gap with foam insulation as a temporary fix.

- Hangar Waitlist Management

Clarified that the city office manages the list; concerns raised over waitlist visibility.

Board will encourage pilots to follow up and keep interest documented.

- Weed Control Around Hangars

Noted increased vegetation growth; city requested to revisit spraying.

- Snow Equipment Bid and Lighting Project

Bid for snow removal equipment was received and accepted.

Vault lighting project is complete; one light pole still needs removal.

NEW BUSINESS

- Grass Seeding and Terminal Exterior

Terminal front was leveled and seeded after vault work.

City crew to water the area and monitor growth.

- Food Truck Fly-In Planning

Discussion of fall or spring event featuring food trucks.

Board to coordinate with Dylan regarding scheduling and marketing.

- Tractor & Equipment Management

New tractor arrived; board pleased with quality.

Trailer and roller maintenance briefly discussed.

- FBO Lease Discussion

Current lease ends in October. Board recommends a one-year renewal.

Suggested clarification of term and rate details with city staff.

- Security Gate Operations

Issue reported with gate not closing automatically.

Public works to inspect and reset controller.

SCHEDULE NEXT MEETING DATE

- Next meeting is scheduled for November 12, 2025, at 6:30 PM.

ADJOURNMENT

A motion to adjourn was made by Reinking and seconded by Schares. Motion carried. The meeting adjourned at 7:14 PM.