



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

September 10, 2025 - 6:30 PM

CALL TO ORDER

The meeting was called to order at 6:35 PM.

ROLL CALL

Present: Woodraska, Schares, Reinking, Brackett

Absent: Bagge, Ricchio

APPROVAL OF MINUTES

1. July Minutes.

The board reviewed the previous minutes.

A motion to approve was made by Reinking and seconded by Schares. Motion carried unanimously.

EXPENSE REVIEW

2. June Expenses.
3. July Expenses.
4. August Expenses.

One item of interest was a salary expense of \$2,100. Board requested clarification from the city.

Noted strong fuel revenue. A motion to approve expenses was made by Schares and seconded by Brackett. Motion passed unanimously.

FBO REPORT

Mike Wilhelm submitted a note stating he has three aircraft annual inspections scheduled. He believes increased traffic is due to competitive fuel pricing.

OLD BUSINESS

5. Young Eagles Event Recap
 - Held successfully on a rescheduled Sunday.
 - RC demonstrations were a highlight; discussion held on ways to expand and promote that portion of the event next year.
 - Suggestions included adding signage and encouraging visitors to explore all activities.
6. Electrical Vault Project
 - Project is completed; dirt leveled and grass seeded.
7. Unairworthy Aircraft
 - Owner contacted and plans to bring aircraft up to compliance; annual not yet scheduled.
8. Service Hangar Ceiling
 - Ceiling and LED lighting installed; positive comments on appearance.
 - Some concern over access to mechanical components now covered by ceiling.
9. Hangar Door Issue
 - Maintenance completed on Theresa's hangar; loose sensors were tightened.

NEW BUSINESS

10. Vacant Hangars

- Clarified that City Hall maintains a waiting list and contacts those on it.
- Discussion held on importance of pilot communication and interest in newer hangars.

11. FBO Listing and Grant Funding

- Dylan reported that being listed as an FBO does not disqualify grant eligibility, though it may slightly impact scoring.

12. Fuel Price Visibility

- Emphasis placed on ensuring accurate and updated fuel prices across multiple platforms (AirNav, SkyVector, FlightPlan, etc.).
- Discussion on difficulties updating listings due to access restrictions; suggestions made to increase consistency.

13. Phone Line Redundancy

- Discussed eliminating old airport phone number (283-5089) to save costs.
- City to verify whether AWOS line is billed separately by DOT.

14. Fuel System Access

- Discussion held on fuel pump access issues; some temporary failures resolved remotely by Tommy.
- Emphasis on keeping Tommy or a backup reachable; number posted at pump.

15. Terminal Cleanliness

- Concerns raised about poor cleaning standards in terminal.
- Photos taken and submitted; recommendation made for consistent restroom cleaning (weekly during warm months, bi-weekly in winter).

16. Groundskeeping and Mowing

- Mowing work satisfactory overall; wet conditions noted.
- Suggestions included trimming or spraying near hangar bases to prevent unsightly grass buildup.

17. Planter Maintenance

- Weed trimming noted; ongoing care discussed.

SCHEDULE NEXT MEETING DATE

Next meeting scheduled for October 8, 2025, at 6:30 PM.

ADJOURNMENT

A motion to adjourn was made by Reinking and seconded by Schares. Motion carried. The meeting adjourned at 7:06 PM.