



# Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

February 20, 2025 - 6:30 PM

## CALL TO ORDER

Woodraska called the meeting to order at 6:32 PM.

## ROLL CALL

Present: Bagge, Schares, Reinking, Woodraska, and Council Liaison Anthony Ricchio.

Absent: Tommy Stewart

## APPROVAL OF MINUTES

1. December Minutes.

The board reviewed the minutes from the previous meeting.

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

## EXPENSE REVIEW

2. December Expenses.
3. January Expenses.

The board reviewed and approved the expense reports. No significant concerns were noted.

A motion to approve the expenses was made by Schares and seconded by Reinking. All aye. Motion carried.

## OLD BUSINESS

4. Revisiting city sending a Notice to Evacuate letter to non-airworthy aircraft in hangar.

The board discussed sending a notice to evacuate a non-airworthy plane, with a new request for a hangar now on the waitlist.

- The last recorded annual check for the aircraft was December 7, 2021, indicating it is no longer compliant.
- The board recommended that a letter be sent by the city, giving the owner a deadline to either make the aircraft airworthy or vacate the hangar.

## NEW BUSINESS

5. Talk about fuel prices, system issues, response to issues and receipts.

- Fuel Prices & System Improvements:
  - The city decided to adjust fuel pricing by a 10% margin to encourage more fuel sales.
  - Additional signage was proposed to clarify pump assignments and fuel types to avoid confusion.
  - Discussion on implementing a voicemail system at the airport phone line with updated fuel pricing and contact information for assistance.
- Airport Communication & Infrastructure:

- The board discussed transferring the airport phone number to the city's existing phone system for better management.
- Plans to ensure fiber internet installation at the airport were also addressed to improve communication reliability.
- Hangar Receipt System:
  - The board reviewed issues regarding fuel receipts and discussed adding a sign instructing users to insert their card for a receipt.
  - Ensuring that pilots have access to receipts for proper record-keeping was deemed essential.
- Airport Lighting System:
  - The lighting system was tested and found operational, but minor radio interference was reported.
  - Discussion on ensuring pilots have the correct procedures for activating runway lights.

**SCHEDULE NEXT MEETING DATE**

March 12, 2025 at 6:30PM

**ADJOURNMENT**

A motion to adjourn at 7:29 PM was made by Shares and seconded by Reinking. All aye. Motion carried.