

Agenda

Airport Board

20 Second Avenue SW, Oelwein

6:30 PM

May 17, 2023
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Board Members: Tom Stewart, Greg Bryan, Ken Woodraska, Tommy Nations, John Bagge, Jim Tuchscherer

CALL TO ORDER

ROLL CALL

1. Public Comment - Three minutes will be given to anyone desiring to address the Board.

APPROVAL OF MINUTES

- [2.](#) April Minutes.

EXPENSE REVIEW

- [3.](#) April Expenses.

FBO REPORT

OLD BUSINESS

4. Security Cameras
5. East Ramp Drainage Project.

NEW BUSINESS

6. Election of Board Chairman.
7. Board Meeting Procedures.
- [8.](#) Discussion on Sec. 6-101. - Qualifications of board members.

SCHEDULE NEXT MEETING DATE

ADJOURNMENT

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

April 19, 2023
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Board Members: Tom Stewart, Greg Bryan, Ken Woodraska, Tommy Nations, John Bagge, Jim Tuchscherer

CALL TO ORDER

Chair Bryan called the meeting to order at 6:30.

Present: Greg Bryan, Ken Woodraska, Tommy Nations, John Bagge, Jim Tuchscherer

Also Present: George Tegeler, Pam Tegeler, Kyle Rich, Melody Rich, Dave Garrigus, Dylan Mulfinger

Absent: Tom Stewart

ROLL CALL

Open Meeting and Public Comment Discussion.

Chair Bryan advised meetings are for business decisions and that public comment would be taken only during a time approved by the board. Bryan opened the floor for public comments.

Kyle Rich questioned the new business item "Businesses at Airport". Kyle Rich stated that Crop Care by Air is a large contributor to the airport and that the information presented should show that. Rich requested the information be corrected before going to the City Council.

Pam Tegeler questioned the information going to council and requested the board vote on documents sent to the City Council.

Melody Rich informed the board Crop Care by Air provides job in the community, buys from local stores, and has high school children employed. Melody handed out a letter to the board showcasing the business and its impact.

APPROVAL OF MINUTES

March Minutes.

Motion by Nations to approve the minutes, seconded by Tuchscherer. All in favor, motion passed.

EXPENSE REVIEW

March Expenses.

Woodraska questioned the two energy bills and the land rent income. Mulfinger said the land rent is on a new contract.

Greg Bryan informed the board that Old Business would be first and New Business second. He requested the next agenda reflect this accurately.

FBO REPORT

George Tegeler said the grass runway was rolled and is now open.

George Tegler asked Mulfinger the progress on the lock changing at the airport. Mulfinger said he had made no progress.

George Tegler asked Mulfinger about the furnace in the shop and if it would be replaced. Mulfinger would refer it to Public Works.

Bryan questioned access to hanger keys. Bryan would like to see the keys more secure. George Tegeler said he has never had an issue. Bryan stated there are issues and he had his plane vandalized. George Tegeler disagreed. George Tegeler said he wants they keys available to hanger rentals in case they lock themselves out. Woodraska stated he thinks the keys should be available to tenants because he himself has needed them for his hanger. George Tegeler stated if someone really wants to make sure no one has access they can put on an electronic keypad and provide a pin to the FBO, then the owner would know who enters. Bagge questioned if this was a problem. The board did not make a decision on hanger key access.

OLD BUSINESS

Discussion on Security Cameras.

Bryan stated the city should only have security cameras and the FBO should not be allowed private cameras. Tuchscherer said the board has tried for years to get cameras from the city to no avail. Bryan stated with improved technology the airport could get a set that would work wirelessly. Woodraska said a new system should be able to see every door. Nations motioned to ask the city attorney about the legality of cameras at the city airport, Woodraska seconded. All were in favor.

The board discussed projects they wanted to see completed. Mulfinger advised he is taking quotes on each project and will report back. The board has \$10,000 in capital improvement funds starting July 1. Mulfinger let them know that council sees their minutes and can chose to address items if they want to vote on an item. Bagge said he is working on quotes for the repair of the community hanger. Bryan said it might be a little soon to take quotes on the hanger.

Bryan asked about the fuel credit card machine. Mulfinger said a couple more weeks was the answer from the company again.

Bryan wanted to address a comment from the previous meeting by Woodraska. Bryan began to read a statement about the previous meeting but was stopped by Woodraska. Woodraska felt the item was over with and the board had moved on from the item. Woodraska asked Mulfinger if they had to hear Bryan's statement. Mulfinger stated Bryan runs the board as chair. Mulfinger questioned the amount of items that were brought up that were not on the agenda, but it is the chairs decision along with the board on what they want to discuss. Mulfinger reminded the board that if they did not want to talk about something they could motion to move onto the next agenda item. Woodraska motioned to move to new business and it was seconded by Bagge. All in favor were Bagge, Woodraska, and Nations. Bryan and Tuchscherer did not vote.

NEW BUSINESS

Discussion on Chapter 6 of City Code Airports.

Bryan read through the city code 6-104 Powers and responsibilities of the board. Bryan reminded the board that they answer to the City Council, not the Mayor and not the City Administrator. Bryan said the board must work to make sure anyone who wants to use the airport can use the airport.

Discussion on Businesses at Airport.

SCHEDULE NEXT MEETING DATE

The board questioned how they get items on the agenda. Mulfinger stated the chair set the agenda and that members could place items on the agenda if they requested it to the chair or if they had two airport board members make the request. Bryan said he would be more than willing to put items on the agenda and can be contacted by the board.

The board discussed the next meeting for the 17th of May.

ADJOURNMENT

The board adjourned at 7:45 PM

Information Related To Businesses Based At Oelwein Municipal Airport

There are two businesses with operations at the Oelwein Municipal Airport.

Tegeler Aviation

21193 Grape Rd, Elkader IA. 52043

Tegeler Aviation is owned by George Tegeler. George is also the Fixed Base Operator (FBO).

As FBO, George receives a salary of approximately \$3,000 monthly from the City of Oelwein.

When not performing duties as the FBO, George is free to work as an aircraft mechanic at Tegeler Aviation.

The Oelwein Airport does not directly receive any revenues generated from operations at Tegeler Aviation.

As FBO, George is provided office space within the terminal building. Tegeler aviation is provided a hangar / shop facility, with paid electric, for its operations. Tegeler Aviation does not pay rent for the office or the hangar /shop facility.

Tegeler Aviation provides the fuel and fuel sales at the airport. The City owns and maintains the fuel system. The City receives \$.10 per gallon of fuel sold. The City expects to receive \$3,000 from fuel sales this year.

Crop Care By Air

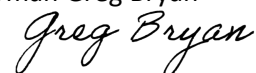
14500 X Avenue, Sumner IA. 50674

Crop Care By Air provides agricultural aviation services in the Oelwein area. The Oelwein Airport does not directly receive any revenues generated from these services.

Crop Care By Air rents a 3,072 sq. ft. hangar, 2 Tee hangars and a storage bay. Total Monthly rent for these is \$391.

Crop Care By Air is the major fuel purchaser at the Oelwein Airport.

This information is submitted by the Oewlein Advisory Board Chairman Greg Bryan



Crop Care By Air



April 19, 2023

RE: Crop Care By Air Business at Airport

We have conducted our aerial application business from the Oelwein Municipal Airport since 2005. We are grateful that we have been able to work from this airport in order to serve the farmers/growers in the area who depend on our services.

The airport receives funds indirectly from our operation through taxes paid by local establishments that we do business with. The taxes are paid to the City of Oelwein who, in turn, funds the expenses at the airport. We paid Super 8 approximately \$15,000 last year, and Fareway \$2500. Our pilots get groceries and snacks at the local grocery stores, convenience stores, and other retail stores. They do laundry at the laundromat, and purchase subscriptions at the pharmacy. Dollars paid to restaurants would be in the thousands each summer. Auto fuel purchases would be in the thousands, and so on. In addition, the city has received thousands of dollars from the fuel we have purchased at the airport over the last 18 years.

We pay \$391 per month for hangar rentals, which amounts to \$4692 per year. We also recently starting paying more each month as a good faith gesture for office ground and miscellaneous.

As has been mentioned before, we have airport board members who do not support the airport by purchasing fuel, utilizing the FBO services, etc.

Kyle and Melody Rich

Kyle E. Rich, Inc.
Crop Care By Air
14500 X Ave, Sumner IA 50674
563-880-9641
cropcarebyairusa.com

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"- "001280065060"

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-43110 HANGAR RENT				
AR	Payment Applied - Hangars - TIM RECKER		70.00-	
AR	Payment Applied - Hangars - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - MICHAEL WILHEL		65.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		56.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		90.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		90.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		155.00-	

YTD Encumbrance	.00	YTD Actual	13,676.00-	Total	13,676.00-	YTD Budget	16,000.00-	Unearned	2,324.00
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001-2800-43120 LAND RENT

YTD Encumbrance	.00	YTD Actual	36,225.00-	Total	36,225.00-	YTD Budget	32,000.00-	Unearned	4,225.00-
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001-2800-47053 COURTESY CAR DONATIONS

YTD Encumbrance	.00	YTD Actual	128.08-	Total	128.08-	YTD Budget	100.00-	Unearned	28.08-
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001-2800-47100 ELECTRICAL REIMBURSEMENT

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unearned	.00
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001-2800-47130 JET A/100LL FUEL REIMBURSEMENT

YTD Encumbrance	.00	YTD Actual	3,121.80-	Total	3,121.80-	YTD Budget	4,500.00-	Unearned	1,378.20
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001-2800-47990 MISC

CR	MISC "Extra Hangar/Space" Rent - KYLE RICH-C		90.00-	
	Description: MISC "Extra Hangar/Space" Rent - KYLE RICH-CROP CARE AIR			

YTD Encumbrance	.00	YTD Actual	45,180.00-	Total	45,180.00-	YTD Budget	.00	Unearned	45,180.00-
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001-2800-60100 SALARY

YTD Encumbrance	.00	YTD Actual	519.53	Total	519.53	YTD Budget	500.00	Unexpended	19.53-
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001-2800-63100 BUILDING

AP	CULLIGAN WATER CONDITIONING	7.50		
	**Desc: DRINKING WATER BOTTLES			

YTD Encumbrance	.00	YTD Actual	30,932.08	Total	30,932.08	YTD Budget	3,000.00	Unexpended	27,932.08-
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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63310 VEHICLE				
YTD Encumbrance	.00 YTD Actual	281.90 Total	281.90 YTD Budget	1,500.00 Unexpended 1,218.10
001-2800-63730 COMMUNICATIONS				
AP	COMMUNITY DIGITAL WIRELESS LLC	53.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	31.72		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	911.07 Total	911.07 YTD Budget	1,000.00 Unexpended 88.93
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	113.12		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	105.35		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	3,620.58 Total	3,620.58 YTD Budget	5,500.00 Unexpended 1,879.42
001-2800-64915 REFUNDS				
YTD Encumbrance	.00 YTD Actual	195.00 Total	195.00 YTD Budget	.00 Unexpended 195.00-
001-2800-64950 CONTRACTS				
AP	TEGELER AVIATION LLC	2,999.83		
	**Desc: APRIL FBO FEE			
YTD Encumbrance	.00 YTD Actual	33,030.75 Total	33,030.75 YTD Budget	36,414.00 Unexpended 3,383.25
001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	2,915.29 Total	2,915.29 YTD Budget	2,500.00 Unexpended 415.29-
001-2800-65060 OFFICE SUPPLIES				
AP	IA DEPT OF AGRICULTURE	9.00		
	**Desc: FUEL METER LICENSES			
YTD Encumbrance	.00 YTD Actual	109.88 Total	109.88 YTD Budget	500.00 Unexpended 390.12
Number of transactions: 18 Number of accounts: 15				
		Debit	Credit	Proof
Grand Totals:		3,320.47	956.00-	2,364.47

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2023

Item 3.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	866.00	13,676.00	16,000.00	2,324.00	85.5
001-2800-43120	LAND RENT	.00	36,225.00	32,000.00	(4,225.00)	113.2
001-2800-47053	COURTESY CAR DONATIONS	.00	128.08	100.00	(28.08)	128.1
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	3,121.80	4,500.00	1,378.20	69.4
001-2800-47990	MISC	90.00	45,180.00	.00	(45,180.00)	.0
	TOTAL AIRPORT	956.00	98,330.88	52,600.00	(45,730.88)	186.9
	TOTAL FUND REVENUE	956.00	98,330.88	52,600.00	(45,730.88)	186.9

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

Item 3.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	519.53	500.00	(19.53)	103.9
001-2800-63100	BUILDING	7.50	30,932.08	3,000.00	(27,932.08)	1031.1
001-2800-63310	VEHICLE	.00	281.90	1,500.00	1,218.10	18.8
001-2800-63730	COMMUNICATIONS	85.67	911.07	1,000.00	88.93	91.1
001-2800-63810	UTILITIES	218.47	3,620.58	5,500.00	1,879.42	65.8
001-2800-64915	REFUNDS	.00	195.00	.00	(195.00)	.0
001-2800-64950	CONTRACTS	2,999.83	33,030.75	36,414.00	3,383.25	90.7
001-2800-65041	EQUIPMENT	.00	2,915.29	2,500.00	(415.29)	116.6
001-2800-65060	OFFICE SUPPLIES	9.00	109.88	500.00	390.12	22.0
	TOTAL AIRPORT	3,320.47	72,516.08	50,914.00	(21,602.08)	142.4
	TOTAL FUND EXPENDITURES	3,320.47	72,516.08	50,914.00	(21,602.08)	142.4
	NET REVENUE OVER EXPENDITURES	(2,364.47)	25,814.80	1,686.00	(24,128.80)	1531.1

Sec. 6-101. Qualifications of board members.

To be eligible to be appointed a member of the Oelwein Airport Board the appointee must be a resident of the City of Oelwein, except two members may be residents of Fayette County or a county adjacent thereto. Board members should have expertise in aviation, business, accounting, finance, marketing, engineering, law, real estate development, management or other fields of value to the operation of the airport and the management of development of adjacent areas.