



## **Agenda**

**Airport Board**

20 Second Avenue SW, Oelwein

6:00 PM

March 15, 2023  
Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Lynda Payne

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

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### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

- [1.](#) February Minutes.

### **EXPENSE REVIEW**

- [2.](#) February Expense Review.

### **FBO REPORT**

### **OLD BUSINESS**

### **NEW BUSINESS**

### **SCHEDULE NEXT MEETING DATE**

### **ADJOURNMENT**

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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

February 15, 2023 - 6:30 PM

## CALL TO ORDER

Bryan called the meeting to order at 6:25PM.

## ROLL CALL

**Present:** Stewart, Bryan Woodraska, Nations, Tuscherer, Bagge

**Absent:** NA

**Also Present:** DeVore, Garrigus, Lenz, George and Pam Tegler, Kyle and Melody Rich, Mike Thhias

## APPROVAL OF MINUTES

1. January Minutes.

Bryan mentioned the minutes ought to read “less than ½ dozen flights” as the word flights had been missing.

A motion was made by Woodraska, seconded Tuscherer.

## EXPENSE REVIEW

2. January Expenses.

A motion was made by Nations, seconded by Tuscherer. All aye.

## FBO REPORT

Tegler said he had placed locks on the hangers, one already had it. Tegler also reported he had been pricing bi-directional tires, he stated even though they had tabled the topic he felt uncomfortable waiting until something blew. He checked with Avalon, and a Holland dealer. The current tire is no longer made, so he checked on the pricing of just a standard tire. Board members agreed the standard tire was sub-par to the bi-directional. Bryan felt new tires aren't necessary at this time.

Roughly four flights have come in since the previous meeting during the weekdays.

## OLD BUSINESS

The courtesy car port has been cleaned out.

The north storage bay having had a vehicle stored in there Bryan felt they ought to be paying rent. Tegeler felt that it was out of the way for snow plowing, and having a vehicle outside at all times wasn't a favorable appearance for the airport. Other board members felt that charging rent to the vehicle owner could open a can of worms and cause unnecessary traffic to the airport.

Bryan motioned to have vehicle stay unless someone some needs the hanger then it will be rented to someone who would like the space for airport related activities. Four aye, one nay. Motion carried.

## NEW BUSINESS

Bryan feels maintenance is being ignored due to budgeting. Bryan reported he has noticed the northwest hanger has concrete cracking, the courtesy car's garage has a large hole in the concrete, there is a drainage issue, the east hanger is rusting and leaking, the community building is rotting, and

the asphalt is beginning to crack. Bryan also mentioned the windsock light not working how he felt it used to.

3. Mayor Update.

DeVore stated there will be a joint meeting on Monday, February 27 to discuss and vote on whether or not the city will retain the FBO position next fiscal year.

DeVore reported there was a piece of spyware that was attached to a garage door when he had been there on February 13. DeVore has spoken to the county sheriff's office to investigate as it hadn't been an authorized piece of equipment. Bryan has admitted to placing the equipment out at the airport. The interior doors will be rekeyed, as there were objects missing.

**SCHEDULE NEXT MEETING DATE**

March 15, 2023 at 6:30 PM

**ADJOURNMENT**

CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	570.00	11,208.00	16,000.00	4,792.00	70.1
001-2800-43120	LAND RENT	.00	.00	32,000.00	32,000.00	.0
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	.00	45,000.00	.00	( 45,000.00)	.0
	TOTAL AIRPORT	570.00	59,457.88	52,600.00	( 6,857.88)	113.0
	TOTAL FUND REVENUE	570.00	59,457.88	52,600.00	( 6,857.88)	113.0

CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item 2.

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	.00	29,731.21	3,000.00	( 26,731.21)	991.0
001-2800-63310	VEHICLE	.00	281.90	1,500.00	1,218.10	18.8
001-2800-63730	COMMUNICATIONS	160.86	691.39	1,000.00	308.61	69.1
001-2800-63810	UTILITIES	491.74	2,799.80	5,500.00	2,700.20	50.9
001-2800-64915	REFUNDS	.00	195.00	.00	( 195.00)	.0
001-2800-64950	CONTRACTS	2,999.83	27,031.09	36,414.00	9,382.91	74.2
001-2800-65041	EQUIPMENT	1,658.99	2,915.29	2,500.00	( 415.29)	116.6
001-2800-65060	OFFICE SUPPLIES	17.67	92.18	500.00	407.82	18.4
	TOTAL AIRPORT	5,329.09	64,257.39	50,914.00	( 13,343.39)	126.2
	TOTAL FUND EXPENDITURES	5,329.09	64,257.39	50,914.00	( 13,343.39)	126.2
	NET REVENUE OVER EXPENDITURES	( 4,759.09)	( 4,799.51)	1,686.00	6,485.51	(284.7)

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"-001280065060"

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-43110 HANGAR RENT</b>				
AR	Payment Applied - Hangars - MICHAEL WILHEL		65.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		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-	
CR	HANGAR RENT differernce to 3E 12 mnths Mar '		240.00-	
Description: HANGAR RENT differernce to 3E 12 mnths Mar '23-Feb'24 - Brian Finnegan				
YTD Encumbrance	.00	YTD Actual 11,208.00-	Total 11,208.00-	YTD Budget 16,000.00- Unearned 4,792.00
<b>001-2800-43120 LAND RENT</b>				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 32,000.00- Unearned 32,000.00
<b>001-2800-47053 COURTESY CAR DONATIONS</b>				
YTD Encumbrance	.00	YTD Actual 128.08-	Total 128.08-	YTD Budget 100.00- Unearned 28.08-
<b>001-2800-47100 ELECTRICAL REIMBURSEMENT</b>				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget .00 Unearned .00
<b>001-2800-47130 JET A/100LL FUEL REIMBURSEMENT</b>				
YTD Encumbrance	.00	YTD Actual 3,121.80-	Total 3,121.80-	YTD Budget 4,500.00- Unearned 1,378.20
<b>001-2800-47990 MISC</b>				
YTD Encumbrance	.00	YTD Actual 45,000.00-	Total 45,000.00-	YTD Budget .00 Unearned 45,000.00-
<b>001-2800-60100 SALARY</b>				
YTD Encumbrance	.00	YTD Actual 519.53	Total 519.53	YTD Budget 500.00 Unexpended 19.53-
<b>001-2800-63100 BUILDING</b>				
YTD Encumbrance	.00	YTD Actual 29,731.21	Total 29,731.21	YTD Budget 3,000.00 Unexpended 26,731.21-
<b>001-2800-63310 VEHICLE</b>				
YTD Encumbrance	.00	YTD Actual 281.90	Total 281.90	YTD Budget 1,500.00 Unexpended 1,218.10

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-63730 COMMUNICATIONS</b>				
AP	COMMUNITY DIGITAL WIRELESS LLC	128.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	31.91		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	691.39 Total	691.39 YTD Budget	1,000.00 Unexpended 308.61

<b>001-2800-63810 UTILITIES</b>				
AP	BLACKHAWK WASTE DISPOSAL CO INC	33.60		
	**Desc: GARBAGE PICKUP			
AP	ALLIANT ENERGY	458.14		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	2,799.80 Total	2,799.80 YTD Budget	5,500.00 Unexpended 2,700.20

<b>001-2800-64915 REFUNDS</b>				
YTD Encumbrance	.00 YTD Actual	195.00 Total	195.00 YTD Budget	.00 Unexpended 195.00-

<b>001-2800-64950 CONTRACTS</b>				
AP	TEGELER AVIATION LLC	2,999.83		
	**Desc: FEBRUARY FBO FEE			
YTD Encumbrance	.00 YTD Actual	27,031.09 Total	27,031.09 YTD Budget	36,414.00 Unexpended 9,382.91

<b>001-2800-65041 EQUIPMENT</b>				
AP	BLUEGLOBES LLC	569.09		
	**Desc: TAXIWAY MARKER/CORDSET/COUPLINE			
AP	MULGREW OIL CO	1,089.90		
	**Desc: DIESEL FUEL - AIRPORT			
YTD Encumbrance	.00 YTD Actual	2,915.29 Total	2,915.29 YTD Budget	2,500.00 Unexpended 415.29-

<b>001-2800-65060 OFFICE SUPPLIES</b>				
AP	QUADIENT FINANCE USA INC	17.67		
	**Desc: POSTAGE 10/27/2022--12/30/2022			
YTD Encumbrance	.00 YTD Actual	92.18 Total	92.18 YTD Budget	500.00 Unexpended 407.82

Number of transactions: 14	Number of accounts: 15	Debit	Credit	Proof
Grand Totals:		5,329.09	570.00-	4,759.09