



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

August 23, 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

APPROVAL OF MINUTES

- [1.](#) July Minutes.

EXPENSE REVIEW

- [2.](#) June Expenses.
- [3.](#) July Expenses.

FBO REPORT

OLD BUSINESS

4. Security camera update.
5. Fuel system update.
6. Kitchen counter update.

NEW BUSINESS

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

July 19, 2023 - 6:30 PM

CALL TO ORDER

Chair Woodraska called the meeting order at 6:32PM

ROLL CALL

Present: Nations, Bagge, Woodraska, Council Liaison Stewart

Also Present: FBO Tegeler, Pam Tegeler

Absent: Bryan, Tuhscherer

APPROVAL OF MINUTES

1. June Minutes.

Woodraska mentioned he would like the minutes updated to read any board member may add to the agenda. He also stated the airport manager having access to the cameras should be crossed out as that is yet to be decided.

Motion by Nations, second by Bagge to approve the amended minutes. All aye. Motion carried.

EXPENSE REVIEW

There were no expense reports to present due to year-end activities not being completed at the time of the meeting.

FBO REPORT

Tegler reported he had continued weed spraying, replaced two cables on Finnegan's door. The spray season has started.

OLD BUSINESS

2. Security Camera Update

Woodraska stated this will be a wait and see item as they are waiting for Bryan to purchase the testing cameras.

3. Fuel System and Credit Card Fees.

Woodraska stated his preference would be to wait until after the spray season. Woodraska then spoke on credit card fees. Tegeler stated it will come down to how the city will handle the system. Bagge felt that charging the customers the processing fees could create a bad look for the airport, and would prefer them not to be added, if they could be avoided.

The discussion of drainage was brought up by Tegeler, Woodraska felt it was submitted to the right avenues through the city. Bagge felt it would be addressed with the new airport manager which will take effect in July.

Tegeler stated the repair of a hanger was once brought up, with an estimate. Woodraska stated he understands and doesn't want it to be forgotten.

NEW BUSINESS

- 4. NOTAM for Corn in center of Airport.

Woodraska asked if this is something that should be reported. Tegeler reported it has always been in crop rotation and hasn't ever been reported. Tegeler felt it was a good idea and was open to it and would post the messaging.

- 5. Water damage on Kitchen Counter.

Bagge was wondering if the whole counter would have to be replaced or if just the damaged area would be replaced. He had wondered if the replacement would be able to match the countertop. The base cabinet may also need to be replaced.

A motion was made by Bagge to advise the city to repair at least half of the countertop. Second by Nations. All aye. Motion carried.

Woodraska emphasized the importance of using radios as there is a lot of activity with spraying going on.

SCHEDULE NEXT MEETING DATE

August 23, 2023

ADJOURNMENT

A motion was made by Nations to adjourn the meeting at 6:48PM. Second by Bagge. All aye. Motion carried.

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>AIRPORT</u>							
001-2800-43110	HANGAR RENT	1,081.00	16,053.00	16,000.00	(53.00)	100.3
001-2800-43120	LAND RENT	.00	36,225.00	42,000.00		5,775.00	86.3
001-2800-44410	GRANTS (FEDERAL)	.00	45,000.00	45,000.00		.00	100.0
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	90.00	360.00	.00	(360.00)	.0
	TOTAL AIRPORT	1,171.00	100,887.88	107,600.00		6,712.12	93.8
	TOTAL FUND REVENUE	1,171.00	100,887.88	107,600.00		6,712.12	93.8

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 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	163.21	36,725.27	36,000.00	(725.27)	102.0
001-2800-63310	VEHICLE	.00	281.90	1,500.00	1,218.10	18.8
001-2800-63730	COMMUNICATIONS	85.70	1,082.66	1,000.00	(82.66)	108.3
001-2800-63810	UTILITIES	358.76	4,059.28	5,500.00	1,440.72	73.8
001-2800-64915	REFUNDS	.00	195.00	.00	(195.00)	.0
001-2800-64950	CONTRACTS	2,999.84	39,030.42	36,414.00	(2,616.42)	107.2
001-2800-65041	EQUIPMENT	.00	2,915.29	2,500.00	(415.29)	116.6
001-2800-65060	OFFICE SUPPLIES	28.50	138.38	500.00	361.62	27.7
	TOTAL AIRPORT	3,636.01	84,947.73	83,914.00	(1,033.73)	101.2
	TOTAL FUND EXPENDITURES	3,636.01	84,947.73	83,914.00	(1,033.73)	101.2
	NET REVENUE OVER EXPENDITURES	(2,465.01)	15,940.15	23,686.00	7,745.85	67.3

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 - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - MICHAEL WILHEL		90.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - MICHAEL WILHEL		90.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP	20.00		
AR	Payment Applied - Hangars - KYLE RICH-CROP		20.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		56.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		70.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		90.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		155.00-	
YTD Encumbrance	.00 YTD Actual	16,053.00- Total	16,053.00- YTD Budget	16,000.00- Unearned 53.00-
001-2800-43120 LAND RENT				
YTD Encumbrance	.00 YTD Actual	36,225.00- Total	36,225.00- YTD Budget	42,000.00- Unearned 5,775.00
001-2800-44410 GRANTS (FEDERAL)				
YTD Encumbrance	.00 YTD Actual	45,000.00- Total	45,000.00- YTD Budget	45,000.00- Unearned .00
001-2800-47053 COURTESY CAR DONATIONS				
YTD Encumbrance	.00 YTD Actual	128.08- Total	128.08- YTD Budget	100.00- Unearned 28.08-
001-2800-47100 ELECTRICAL REIMBURSEMENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
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
001-2800-47990 MISC				
CR	EXTRA HANGAR RENT - KYLE RICH		90.00-	
	Description: EXTRA HANGAR RENT - KYLE RICH			
YTD Encumbrance	.00 YTD Actual	360.00- Total	360.00- YTD Budget	.00 Unearned 360.00-

Journal	Payee or Description		Debit Amount		Credit Amount		Balance
001-2800-60100 SALARY							
YTD Encumbrance	.00	YTD Actual	519.53	Total	519.53	YTD Budget	500.00 Unexpended 19.53-
001-2800-63100 BUILDING							
AP	JOHN DEERE FINANCIAL F.S.B.		17.06				
	**Desc: BUSHINGS/DRAIN						
AP	KENS ELECTRIC		38.28				
	**Desc: LED BULBS - AIRPORT						
AP	CITY LAUNDERING CO		51.79				
	**Desc: WHITE MULTIFOLD - 1 CASE						
AP	JOHN DEERE FINANCIAL F.S.B.		56.08				
	**Desc: 3/16" FERRULE & STOPS/GALV CABLE						
YTD Encumbrance	.00	YTD Actual	36,725.27	Total	36,725.27	YTD Budget	36,000.00 Unexpended 725.27-
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		31.75				
	**Desc: AIRPORT PHONE SERVICE						
YTD Encumbrance	.00	YTD Actual	1,082.66	Total	1,082.66	YTD Budget	1,000.00 Unexpended 82.66-
001-2800-63810 UTILITIES							
AP	EAGLE POINT ENERGY 5 LLC		337.06				
	**Desc: ELECTRIC SERVICE						
AP	ALLIANT ENERGY		21.70				
	**Desc: ELECTRIC SERVICE						
YTD Encumbrance	.00	YTD Actual	4,059.28	Total	4,059.28	YTD Budget	5,500.00 Unexpended 1,440.72
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		2,999.84				
	**Desc: JUNE FBO FEE						
YTD Encumbrance	.00	YTD Actual	39,030.42	Total	39,030.42	YTD Budget	36,414.00 Unexpended 2,616.42-

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
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	QUADIENT FINANCE USA INC	28.50		
	**Desc: POSTAGE 2/17/2023--5/2/2023			
YTD Encumbrance	.00	YTD Actual 138.38	Total 138.38	YTD Budget 500.00
				Unexpended 361.62

Number of transactions: 27	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		3,656.01	1,191.00-	2,465.01

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 - THERESA BREITB		90.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - THERESA BREITB		450.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
CR	HANGAR RENT 1F 9 DAYS - KARL KRUMM		20.00-	
	Description: HANGAR RENT 1F 9 DAYS - KARL KRUMM			
YTD Encumbrance	.00 YTD Actual	1,040.00- Total	1,040.00- YTD Budget	15,000.00- Unearned 13,960.00
001-2800-43120 LAND RENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	32,000.00- Unearned 32,000.00
001-2800-44410 GRANTS (FEDERAL)				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-47053 COURTESY CAR DONATIONS				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00
001-2800-47100 ELECTRICAL REIMBURSEMENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-47130 JET A/100LL FUEL REIMBURSEMENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	4,500.00- Unearned 4,500.00
001-2800-47990 MISC				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-60100 SALARY				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended 1,000.00

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63100 BUILDING				
AP	JOHN DEERE FINANCIAL F.S.B. **Desc: ROUNDUP	65.98		
AP	JOHN DEERE FINANCIAL F.S.B. **Desc: ROUNDUP	54.99		
AP	FAREWAY STORES INC **Desc: CUPS/CLEANERS	22.42		
AP	JOHN DEERE FINANCIAL F.S.B. **Desc: ROUNDUP	54.99		
YTD Encumbrance	.00 YTD Actual	198.38 Total	198.38 YTD Budget	5,000.00 Unexpended 4,801.62
001-2800-63310 VEHICLE				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00 Unexpended 100.00
001-2800-63730 COMMUNICATIONS				
AP	COMMUNITY DIGITAL WIRELESS LLC **Desc: AIRPORT INTERNET SERVICE	53.95		
AP	AUREON COMMUNICATIONS **Desc: AIRPORT PHONE SERVICE	31.76		
YTD Encumbrance	.00 YTD Actual	85.71 Total	85.71 YTD Budget	1,000.00 Unexpended 914.29
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC **Desc: ELECTRIC SERVICE	321.26		
AP	ALLIANT ENERGY **Desc: ELECTRIC SERVICE	20.38		
YTD Encumbrance	.00 YTD Actual	341.64 Total	341.64 YTD Budget	4,500.00 Unexpended 4,158.36
001-2800-64915 REFUNDS				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
001-2800-64950 CONTRACTS				
AP	TEGELER AVIATION LLC **Desc: JULY FBO FEE	2,999.83		
YTD Encumbrance	.00 YTD Actual	2,999.83 Total	2,999.83 YTD Budget	38,500.00 Unexpended 35,500.17
001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	8,000.00 Unexpended 8,000.00

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-65060 OFFICE SUPPLIES				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 500.00
				Unexpended 500.00
Number of transactions: 18		Number of accounts: 16		
		Debit	Credit	Proof
Grand Totals:		3,625.56	1,040.00-	2,585.56

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2023

Item 3.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	1,040.00	1,040.00	15,000.00	13,960.00	6.9
001-2800-43120	LAND RENT	.00	.00	32,000.00	32,000.00	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	100.00	100.00	.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	.00	4,500.00	4,500.00	.0
	TOTAL AIRPORT	1,040.00	1,040.00	51,600.00	50,560.00	2.0
	TOTAL FUND REVENUE	1,040.00	1,040.00	51,600.00	50,560.00	2.0

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

Item 3.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	.00	1,000.00	1,000.00	.0
001-2800-63100	BUILDING	198.38	198.38	5,000.00	4,801.62	4.0
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	85.71	85.71	1,000.00	914.29	8.6
001-2800-63810	UTILITIES	341.64	341.64	4,500.00	4,158.36	7.6
001-2800-64950	CONTRACTS	2,999.83	2,999.83	38,500.00	35,500.17	7.8
001-2800-65041	EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
001-2800-65060	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
	TOTAL AIRPORT	3,625.56	3,625.56	58,600.00	54,974.44	6.2
	TOTAL FUND EXPENDITURES	3,625.56	3,625.56	58,600.00	54,974.44	6.2
	NET REVENUE OVER EXPENDITURES	(2,585.56)	(2,585.56)	(7,000.00)	(4,414.44)	(36.9)