



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

April 16, 2025
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

Board Members: Anthony Ricchio, Ken Woodraska, John Bagge, Nathan Schares, Tony Reinking

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. March Minutes.

EXPENSE REVIEW

2. March Expenses.

RECOGNITION OF THE ROYCE KING FAMILY

3. Recognition of the Royce King Family of the antique wooden propellers.

FBO REPORT

OLD BUSINESS

4. Airport Information Updates.

Message for Airport phone number, verify fuel prices, update attendance, and remove old FBO phone number.

NEW BUSINESS

5. Maintenance of the grass strip roller.
6. Needed repair of the community hangar north door.
7. Young Eagles Rally to be held on Saturday, May 17 from 8:00AM to 12:00PM.

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
March 12, 2025 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:35 PM.

ROLL CALL

Present: Bagge, Schares, Woodraska

Absent: Reinking, Council Liaison Anthony Ricchio, Tommy Stewart

APPROVAL OF MINUTES

1. February Minutes.

The board reviewed the minutes from the previous meeting. A motion to approve was made by Schares and seconded by Bagge. The motion passed unanimously.

Follow-up action: The board discussed checking with the city to confirm whether the evacuation letter was sent to the Musketeer aircraft owner.

EXPENSE REVIEW

2. February Expenses.

The board reviewed and approved the expense report. Notable items discussed:

- Cleaning of burner tubes.
- Multiple payments by Brian and associated credit adjustments.
- Confirmation of annual lump sum hangar payments by some members.

A motion to approve the expenses was made by Bagge and seconded by Shares. The motion passed unanimously.

FBO REPORT

Mike Wilhelm was absent, so there were no updates regarding his business operations.

It was noted he appears to be busy with ongoing work.

OLD BUSINESS

3. Airport Contact Information Updates:

- a. Progress has been made in updating contact information on aviation databases.
- b. SkyVector and FAA databases still list the airport as attended and with outdated contact information.
- c. The board will verify if updates have been processed by the next scheduled FAA update cycle.

- d. The board discussed implementing a voicemail system to provide fuel pricing and operational details.
4. Airport Phone Line Transition:
 - a. The board noted the continued payment for an unused airport phone line.
 - b. A recommendation was made to port the number into the city's phone system to reduce costs and improve accessibility.

NEW BUSINESS

5. Fuel Sales and Tank Maintenance:
 - The board reviewed fuel sales, noting a reported revenue of \$1,652.00 in one month.
 - A total of \$8,800 worth of fuel was recently purchased.
 - The board discussed a potential full tank clean-out and confirmed that this might have already been completed.
 - Fuel prices remain competitive, with Oelwein at \$4.87 per gallon, significantly lower than nearby airports.
6. Capital Improvement Plan (CIP) and Equipment Purchases:
 - The board discussed ongoing capital improvement projects.
 - Updates on securing funding for a new tractor were provided.
 - The cement work project remains a priority after the equipment purchases are finalized.
7. Event Planning and Community Engagement:
 - Discussion on hosting a food truck event to attract pilots and visitors.
 - Targeting a Thursday evening in May for the first event.
 - Considering EAA collaboration for potential aircraft rides and community engagement.

SCHEDULE NEXT MEETING DATE

The next meeting is scheduled for April 16, 2025, at 6:30 PM, instead of the usual second Wednesday, to accommodate scheduling conflicts.

ADJOURNMENT

A motion to adjourn was made by Shares and seconded by Bagge. The motion passed unanimously. The meeting adjourned at 6:55 PM.

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 - KYLE RICH-CROP		70.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		61.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		75.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		95.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		160.00-		
AR	Payment Applied - Hangars - PAUL MARCOTTE		70.00-		
AR	Payment Applied - Hangars - SKY VALLEY AVIA		95.00-		
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-		
AR	Payment Applied - Hangars - MIKE MATTHIAS		75.00-		
AR	Payment Applied - Hangars - MIKE MATTHIAS		75.00-		
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-		
AR	Payment Applied - Hangars - RANDY ALTHOUS		20.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		70.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		61.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		75.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		95.00-		
AR	Payment Applied - Hangars - KYLE RICH-CROP		160.00-		
AR	Payment Applied - Hangars - JOHN BAGGE		75.00-		
AR	Payment Applied - Hangars - JOHN BAGGE		375.00-		
AR	Payment Applied - Hangars - BILL WALENCEUS		70.00-		
YTD Encumbrance	.00	YTD Actual 18,465.00-	Total 18,465.00-	YTD Budget 16,000.00-	Unearned 2,465.00-

001-2800-43120 LAND RENT					
CR	LAND RENT - KENT REINKING		28,500.00-		
	Description: LAND RENT - KENT REINKING				
YTD Encumbrance	.00	YTD Actual 28,500.00-	Total 28,500.00-	YTD Budget 36,000.00-	Unearned 7,500.00

001-2800-44410 GRANTS (FEDERAL)					
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget .00	Unearned .00

001-2800-45000 FUEL SALES					
CR	FUEL SALES - MERCHANT BANKCD		601.58-		
	Description: FUEL SALES - MERCHANT BANKCD				
YTD Encumbrance	.00	YTD Actual 7,596.27-	Total 7,596.27-	YTD Budget .00	Unearned 7,596.27-

001-2800-47053 COURTESY CAR DONATIONS					
YTD Encumbrance	.00	YTD Actual 50.00-	Total 50.00-	YTD Budget 100.00-	Unearned 50.00

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

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-47130 JET A/100LL FUEL REIMBURSEMENT				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 4,000.00- Unearned 4,000.00
001-2800-47990 MISC				
CR	EXTRA SPACE - KYLE RICH		90.00-	
	Description: EXTRA SPACE - KYLE RICH			
CR	EXTRA SPACE - KYLE RICH		90.00-	
	Description: EXTRA SPACE - KYLE RICH			
YTD Encumbrance	.00	YTD Actual 925.00-	Total 925.00-	YTD Budget .00 Unearned 925.00-
001-2800-60100 SALARY				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 1,000.00 Unexpended 1,000.00
001-2800-63100 BUILDING				
YTD Encumbrance	.00	YTD Actual 7,107.51	Total 7,107.51	YTD Budget 5,000.00 Unexpended 2,107.51-
001-2800-63310 VEHICLE				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 100.00 Unexpended 100.00
001-2800-63313 JET FUEL PURCHASED				
YTD Encumbrance	.00	YTD Actual 19,450.80	Total 19,450.80	YTD Budget .00 Unexpended 19,450.80-
001-2800-63314 LOW LEAD FUEL PURCHASED				
YTD Encumbrance	.00	YTD Actual 14,424.52	Total 14,424.52	YTD Budget .00 Unexpended 14,424.52-
001-2800-63730 COMMUNICATIONS				
AP	COMMUNITY DIGITAL WIRELESS LLC		53.95	
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS		29.35	
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00	YTD Actual 749.70	Total 749.70	YTD Budget 1,000.00 Unexpended 250.30
001-2800-63810 UTILITIES				
AP	ALLIANT ENERGY		112.60	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63810 UTILITIES (continued)				
	**Desc: ELECTRIC SERVICE			
AP	EAGLE POINT ENERGY 5 LLC	213.56		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	322.29		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	3,263.26 Total	3,263.26 YTD Budget	4,500.00 Unexpended 1,236.74

001-2800-64915 REFUNDS				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00

001-2800-64950 CONTRACTS				
AP	HORAN CLEANING LLC	140.00		
	**Desc: MONTHLY AIRPORT CLEANING - FEB 2025			
YTD Encumbrance	.00 YTD Actual	9,966.96 Total	9,966.96 YTD Budget	38,500.00 Unexpended 28,533.04

001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	2,781.05 Total	2,781.05 YTD Budget	8,000.00 Unexpended 5,218.95

001-2800-65060 OFFICE SUPPLIES				
YTD Encumbrance	.00 YTD Actual	134.30 Total	134.30 YTD Budget	500.00 Unexpended 365.70

Number of transactions: 30	Number of accounts: 19	Debit	Credit	Proof
Grand Totals:		871.75	31,773.58-	30,901.83-

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>AIRPORT</u>							
001-2800-43110	HANGAR RENT	2,492.00	18,465.00	16,000.00	(2,465.00)	115.4
001-2800-43120	LAND RENT	28,500.00	28,500.00	36,000.00		7,500.00	79.2
001-2800-45000	FUEL SALES	601.58	7,596.27	.00	(7,596.27)	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	50.00	100.00		50.00	50.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	.00	4,000.00		4,000.00	.0
001-2800-47990	MISC	180.00	925.00	.00	(925.00)	.0
	TOTAL AIRPORT	31,773.58	55,536.27	56,100.00		563.73	99.0
	TOTAL FUND REVENUE	31,773.58	55,536.27	56,100.00		563.73	99.0

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2025

Item 2.

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	.00	7,107.51	5,000.00	(2,107.51)	142.2
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	.00	19,450.80	.00	(19,450.80)	.0
001-2800-63314	LOW LEAD FUEL PURCHASED	.00	14,424.52	.00	(14,424.52)	.0
001-2800-63730	COMMUNICATIONS	83.30	749.70	1,000.00	250.30	75.0
001-2800-63810	UTILITIES	648.45	3,263.26	4,500.00	1,236.74	72.5
001-2800-64950	CONTRACTS	140.00	9,966.96	38,500.00	28,533.04	25.9
001-2800-65041	EQUIPMENT	.00	2,781.05	8,000.00	5,218.95	34.8
001-2800-65060	OFFICE SUPPLIES	.00	134.30	500.00	365.70	26.9
	TOTAL AIRPORT	871.75	57,878.10	58,600.00	721.90	98.8
	TOTAL FUND EXPENDITURES	871.75	57,878.10	58,600.00	721.90	98.8
	NET REVENUE OVER EXPENDITURES	30,901.83	(2,341.83)	(2,500.00)	(158.17)	(93.7)