



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

June 12, 2024

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

Board Members: Anthony Ricchio, Ken Woodraska, Tommy Nations, John Bagge, William Walenceus, Nathan Schares

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. May Minutes.

EXPENSE REVIEW

2. May Expenses.

FBO REPORT

OLD BUSINESS

3. Fuel System.

NEW BUSINESS

4. Discussion with David Hughes from AECOM regarding the Capital Improvement Project list:

2024- Airport Lighting

2025 – Snow Removal Equipment, Sealing, and Repair Pavement

2026 – Fuel Farm or Hanger Replacement

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

May 08, 2024 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:30 PM.

ROLL CALL

Present: Woodraska, Schares, Bagge, Walenceus, Council Liaison Anthony Ricchio

Also Present: FBO George Tegler, Assistant Airport Manager Tommy Stewart, Council member Garrigus

Absent: Nations

APPROVAL OF MINUTES

1. April Minutes.

A motion was made by Bagge, seconded by Nations to approve the April minutes. All aye.

Motion carried.

EXPENSE REVIEW

Woodraska questioned why there was a budget of 38,500 for the FBO contract. No answer was noted. A motion was made by Waleneus seconded by Bagge to approve the April expenses. All aye. Motion carried.

FBO REPORT

Internet is back up and running. Schares mentioned Oran Fiber is working on getting fiber to the area. Schares mentioned the cost of the internet is very competitive. Schares recommended waiting once the credit card system is running to see if the internet can keep up with the demand for the system. Ricchio recommends to look into T-Mobile as he has great success with it. Tegeler recommended waiting to turn the fuel system on until after the spray system, to avoid any hiccups. Bagge suggested starting with one type of fuel to use as a "Guinea pig." Woodraska suggested that there is still time before spray season to test the system on 100LL. Tegeler had his reservations as there isn't one type that would fit into that slot.

OLD BUSINESS

2. Lighting Vault Update.

Stewart reported the quote had been approved.

4. Discussion on removing landline and different options.

Schares mentioned after a discussion with Mulfinger he learned approval from the City would be necessary given it is a city phone number. Stewart mentioned he would follow up with Mulfinger.

NEW BUSINESS

5. Discussion on Pole Hanger repairs.

Tegeler mentioned Stewart is getting posts for the community hanger updates.

6. Discussion on recommending FBO wage increase and longer contract.

Woodraska shared the numbers from a previous contract discussion. Woodraska suggested the board members look over the contract and check if the FBO is doing what is required in their opinions. Bagge wanted to have a clear report to take to Council to outline what they get for their money. Ricchio wanted to ensure there was supporting information for the recommendations. The board will send their performance reviews to Woodraska to consolidate and send them to Mulfinger to discuss at the next council meeting.

Schaes mentioned he spoke to Dutcher had put signs Wapsi, Starmont, and Jesup schools for the Young Eagles event May 18.

SCHEDULE NEXT MEETING DATE

June 12th at 6:30PM

ADJOURNMENT

A motion was made by Bagge, seconded by Schaes to adjourn the meeting at 7:41PM. All aye. Motion carried.

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

Item 2.

GENERAL

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | | UNEARNED | PCNT |
|----------------|--------------------------------|---------------|------------|-----------|---|-----------|-------|
| | | | | | | | |
| | <u>AIRPORT</u> | | | | | | |
| 001-2800-43110 | HANGAR RENT | 1,507.00 | 16,318.50 | 15,000.00 | (| 1,318.50) | 108.8 |
| 001-2800-43120 | LAND RENT | .00 | 36,225.00 | 32,000.00 | (| 4,225.00) | 113.2 |
| 001-2800-47053 | COURTESY CAR DONATIONS | .00 | 125.00 | 100.00 | (| 25.00) | 125.0 |
| 001-2800-47130 | JET A/100LL FUEL REIMBURSEMENT | 325.46 | 2,080.46 | 4,500.00 | | 2,419.54 | 46.2 |
| 001-2800-47990 | MISC | 180.00 | 990.00 | .00 | (| 990.00) | .0 |
| | TOTAL AIRPORT | 2,012.46 | 55,738.96 | 51,600.00 | (| 4,138.96) | 108.0 |
| | TOTAL FUND REVENUE | 2,012.46 | 55,738.96 | 51,600.00 | (| 4,138.96) | 108.0 |

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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 | 15.00 | 5,451.93 | 5,000.00 | (451.93) | 109.0 |
| 001-2800-63310 | VEHICLE | .00 | .00 | 100.00 | 100.00 | .0 |
| 001-2800-63730 | COMMUNICATIONS | 83.42 | 940.06 | 1,000.00 | 59.94 | 94.0 |
| 001-2800-63810 | UTILITIES | 288.30 | 3,066.19 | 4,500.00 | 1,433.81 | 68.1 |
| 001-2800-64950 | CONTRACTS | 3,059.82 | 33,657.98 | 38,500.00 | 4,842.02 | 87.4 |
| 001-2800-65041 | EQUIPMENT | 924.28 | 3,797.58 | 8,000.00 | 4,202.42 | 47.5 |
| 001-2800-65060 | OFFICE SUPPLIES | 9.00 | 521.71 | 500.00 | (21.71) | 104.3 |
| | TOTAL AIRPORT | 4,379.82 | 47,435.45 | 58,600.00 | 11,164.55 | 81.0 |
| | TOTAL FUND EXPENDITURES | 4,379.82 | 47,435.45 | 58,600.00 | 11,164.55 | 81.0 |
| | NET REVENUE OVER EXPENDITURES | (2,367.36) | 8,303.51 | (7,000.00) | (15,303.51) | 118.6 |

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 - BILL WALENCEUS | | 65.00- | |
| AR | Payment Applied - Hangars - KYLE RICH-CROP | | 65.00- | |
| 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- | |
| AR | Payment Applied - Hangars - KATHERINE McCA | | 65.00- | |
| AR | Payment Applied - Hangars - SKY VALLEY AVIA | | 90.00- | |
| AR | Payment Applied - Hangars - JOHN BAGGE | | 70.00- | |
| AR | Payment Applied - Hangars - PAUL MARCOTTE | | 65.00- | |
| AR | Payment Applied - Hangars - KYLE RICH-CROP | | 65.00- | |
| 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- | |
| AR | Payment Applied - Hangars - JOHN BAGGE | | 280.00- | |
| YTD Encumbrance | .00 YTD Actual | 16,318.50- Total | 16,318.50- YTD Budget | 15,000.00- Unearned 1,318.50- |
| 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- |
| 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 | 125.00- Total | 125.00- YTD Budget | 100.00- Unearned 25.00- |
| 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 | | | | |
| CR | JET A/100LL FUEL REIMBURSEMENT 8/15/202 | | 325.46- | |

| Journal | Payee or Description | Debit Amount | Credit Amount | Balance | | |
|---|---|--------------|-----------------|----------------------|---------------------|----------|
| 001-2800-47130 JET A/100LL FUEL REIMBURSEMENT (continued) | | | | | | |
| Description: JET A/100LL FUEL REIMBURSEMENT 8/15/2023--5/14/2024 - TEGELER AVIATION | | | | | | |
| YTD Encumbrance | .00 | YTD Actual | 2,080.46- Total | 2,080.46- YTD Budget | 4,500.00- Unearned | 2,419.54 |
| 001-2800-47990 MISC | | | | | | |
| CR | extra space - kyle rich | | 90.00- | | | |
| | Description: extra space - kyle rich | | | | | |
| CR | EXTRA SPACE RENTAL - KYLE RICH | | 90.00- | | | |
| | Description: EXTRA SPACE RENTAL - KYLE RICH | | | | | |
| YTD Encumbrance | .00 | YTD Actual | 990.00- Total | 990.00- YTD Budget | .00 Unearned | 990.00- |
| 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 | | | | | | |
| AP | CULLIGAN WATER CONDITIONING | | 15.00 | | | |
| | **Desc: DRINKING WATER BOTTLES | | | | | |
| YTD Encumbrance | .00 | YTD Actual | 5,451.93 Total | 5,451.93 YTD Budget | 5,000.00 Unexpended | 451.93- |
| 001-2800-63310 VEHICLE | | | | | | |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | 100.00 Unexpended | 100.00 |
| 001-2800-63730 COMMUNICATIONS | | | | | | |
| AP | AUREON COMMUNICATIONS | | 29.47 | | | |
| | **Desc: AIRPORT PHONE SERVICE | | | | | |
| AP | COMMUNITY DIGITAL WIRELESS LLC | | 53.95 | | | |
| | **Desc: AIRPORT INTERNET SERVICE | | | | | |
| YTD Encumbrance | .00 | YTD Actual | 940.06 Total | 940.06 YTD Budget | 1,000.00 Unexpended | 59.94 |
| 001-2800-63810 UTILITIES | | | | | | |
| AP | EAGLE POINT ENERGY 5 LLC | | 267.92 | | | |

| Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|--------------------------|----------------|---------------------|------------------------------|
| 001-2800-63810 UTILITIES (continued) | | | | |
| | **Desc: ELECTRIC SERVICE | | | |
| AP | ALLIANT ENERGY | 20.38 | | |
| | **Desc: ELECTRIC SERVICE | | | |
| YTD Encumbrance | .00 YTD Actual | 3,066.19 Total | 3,066.19 YTD Budget | 4,500.00 Unexpended 1,433.81 |

| | | | | |
|-------------------------------|----------------|-----------|----------------|--------------------|
| 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 | 3,059.82 | | |
| | **Desc: MAY FBO FEE | | | |
| YTD Encumbrance | .00 YTD Actual | 33,657.98 Total | 33,657.98 YTD Budget | 38,500.00 Unexpended 4,842.02 |

| | | | | |
|---------------------------------|---|----------------|---------------------|------------------------------|
| 001-2800-65041 EQUIPMENT | | | | |
| AP | MULGREW OIL CO | 746.71 | | |
| | **Desc: DIESEL FUEL - AIRPORT | | | |
| AP | JOHN DEERE FINANCIAL F.S.B. | 149.24 | | |
| | **Desc: Coils for Lawnmower at airport | | | |
| AP | ACE HARDWARE | 6.36 | | |
| | **Desc: Electrical supplies for FBO Hangar | | | |
| AP | ACE HARDWARE | 22.97 | | |
| | **Desc: GFI outlet for airport kitchen | | | |
| AP | ACE HARDWARE | | 1.00- | |
| | **Desc: Exchange outlet for airport kitchen | | | |
| YTD Encumbrance | .00 YTD Actual | 3,797.58 Total | 3,797.58 YTD Budget | 8,000.00 Unexpended 4,202.42 |

| | | | | |
|---------------------------------------|-----------------------------|--------------|-------------------|--------------------------|
| 001-2800-65060 OFFICE SUPPLIES | | | | |
| AP | IA DEPT OF AGRICULTURE | 9.00 | | |
| | **Desc: FUEL METER LICENSES | | | |
| YTD Encumbrance | .00 YTD Actual | 521.71 Total | 521.71 YTD Budget | 500.00 Unexpended 21.71- |

| Number of transactions: 31 | Number of accounts: 16 | Debit | Credit | Proof |
|----------------------------|------------------------|----------|-----------|----------|
| Grand Totals: | | 4,380.82 | 2,013.46- | 2,367.36 |