



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

December 11, 2024

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) November Minutes.

EXPENSE REVIEW

- [2.](#) November Expenses.

FBO REPORT

OLD BUSINESS

3. Letter to evacuate unairworthy aircraft in hangar.

NEW BUSINESS

- [4.](#) Consideration of a motion to provide direction to increase hangar rent.

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

November 13, 2024 - 6:30 PM

CALL TO ORDER

The meeting was called to order at 6:30 PM by Woodraska.

ROLL CALL

Present: Woodraska, Bagge, Schares, and Reinking

Also Present: Assistant Airport Manager Tommy Stewart, Fixed Base Operator (FBO) Mike Wilhelm, Ricchio

Absent: NA

APPROVAL OF MINUTES

1. October Minutes.

A motion to approve the minutes was made by Bagge and seconded by Reinking. All aye. Motion carried.

EXPENSE REVIEW

2. October Expenses.

The board reviewed the October expenses. Topics discussed included:

- Expenses from waste management for clearing the fuel hangar.
- Repairs and service visits, such as fixing the hangar door.
- Reports of fuel system usage and pending improvements.

A motion to approve the expenses was made by Schares and seconded by Bagge. All aye. Motion carried.

FBO REPORT

Mike Wilhelm provided his first report as FBO, mentioning:

- Two planes undergoing inspections and more scheduled for the coming months.
- Operational updates on hangar usage and leasing terms.
- The board discussed tracking plane arrivals and departures and their impact on FAA assessments.

OLD BUSINESS

3. Transitional report on the Fixed Base Operator hangar, terminal, and fuel system.

Updates on the Fixed Base Operator hangar, terminal, and fuel system were provided. The board also discussed:

- Fuel system functionality and user issues.
- Cleaning and maintenance schedules for the terminal.
- The installation of equipment such as televisions and signage.

NEW BUSINESS

4. Discussion on ideas to enhance transit pilot numbers.

Ideas for attracting more pilots included hosting events like food truck fly-ins or themed gatherings (e.g., root beer floats or barbecues). An RC show was also suggested.

5. Discuss lease policy per FAA guidelines for hangars.

The board reviewed FAA guidelines and discussed:

- Storage of non-aeronautical items in hangars.
- Potentially introducing inspection schedules and updating lease agreements to comply with federal regulations.
- Setting clearer rules for operational aircraft and insurance requirements.

SCHEDULE NEXT MEETING DATE

The next meeting was scheduled for December 11, 2024, at 6:30 PM.

ADJOURNMENT

A motion to adjourn was made by Reinking and seconded by Bagge. The motion passed unanimously. The meeting adjourned at approximately 7:30 PM.

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2024

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	1,306.00	6,606.00	16,000.00	9,394.00	41.3
001-2800-43120	LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-45000	FUEL SALES	687.82	3,731.21	.00	(3,731.21)	.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	90.00	590.00	.00	(590.00)	.0
	TOTAL AIRPORT	2,083.82	10,977.21	56,100.00	45,122.79	19.6
	TOTAL FUND REVENUE	2,083.82	10,977.21	56,100.00	45,122.79	19.6

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	2,136.69	5,106.57	5,000.00	(106.57)	102.1
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	.00	4,621.40	.00	(4,621.40)	.0
001-2800-63314	LOW LEAD FUEL PURCHASED	.00	5,560.75	.00	(5,560.75)	.0
001-2800-63730	COMMUNICATIONS	83.30	416.50	1,000.00	583.50	41.7
001-2800-63810	UTILITIES	343.38	2,095.91	4,500.00	2,404.09	46.6
001-2800-64950	CONTRACTS	157.50	9,336.96	38,500.00	29,163.04	24.3
001-2800-65041	EQUIPMENT	.00	2,781.05	8,000.00	5,218.95	34.8
001-2800-65060	OFFICE SUPPLIES	17.85	104.35	500.00	395.65	20.9
	TOTAL AIRPORT	2,738.72	30,023.49	58,600.00	28,576.51	51.2
	TOTAL FUND EXPENDITURES	2,738.72	30,023.49	58,600.00	28,576.51	51.2
	NET REVENUE OVER EXPENDITURES	(654.90)	(19,046.28)	(2,500.00)	16,546.28	(761.9)

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 - SKY VALLEY AVIA		90.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA	90.00		
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		90.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
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-	
YTD Encumbrance	.00 YTD Actual	6,606.00- Total	6,606.00- YTD Budget	16,000.00- Unearned 9,394.00

001-2800-43120 LAND RENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	36,000.00- Unearned 36,000.00

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 - NOVEM		687.82-	
	Description: FUEL SALES - MERCHANT BANKCD - NOVEMBER 2024			
YTD Encumbrance	.00 YTD Actual	3,731.21- Total	3,731.21- YTD Budget	.00 Unearned 3,731.21-

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

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-	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-47990 MISC (continued)				
Description: EXTRA SPACE - KYLE RICH				
YTD Encumbrance	.00	YTD Actual	590.00- Total	590.00- YTD Budget
			.00 Unearned	590.00-

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	ACE HARDWARE		2.99	
	**Desc: Key copy for Airport			
AP	ACE HARDWARE		2.74	
	**Desc: Plumbing for Airport			
AP	ACE HARDWARE		5.99	
	**Desc: Adhesive numbers for fuel pumps			
AP	ACE HARDWARE		13.14	
	**Desc: Airport Drinking Fountain			
AP	ELAN FINANCIAL SERVICES		416.11	
	**Desc: TV and LED sign for airport			
AP	JOHN DEERE FINANCIAL F.S.B.		269.94	
	**Desc: LED bulbs for FBO Hangar			
AP	JOHN DEERE FINANCIAL F.S.B.		32.97	
	**Desc: Degreaser for FBO Hangar			
AP	ACE HARDWARE		100.97	
	**Desc: Materials for TV at airport			
AP	ACE HARDWARE		1.39	
	**Desc: Wing Nut for antenna			
AP	ACE HARDWARE		70.52	
	**Desc: Electrical Supplies for Airport			
AP	JOHN DEERE FINANCIAL F.S.B.		325.28	
	**Desc: Paint and supplies for airport hangar			
AP	ACE HARDWARE		7.99	
	**Desc: Paint Shield			
AP	ACE HARDWARE		79.96	
	**Desc: Airless sprayer parts			
AP	JOHN DEERE FINANCIAL F.S.B.		53.97	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63100 BUILDING (continued)				
	**Desc: Painting supplies for airport			
AP	ACE HARDWARE	249.95		
	**Desc: Paint for FBO hangar			
AP	JOHN DEERE FINANCIAL F.S.B.	17.98		
	**Desc: Muriatic Acid for Airport Hangar			
AP	ACE HARDWARE	4.95		
	**Desc: Outlet for the Airport			
AP	HAWKEYE FIRE & SAFETY COMPANY	479.85		
	**Desc: ANNUAL FIRE EXT INSPECTION			
YTD Encumbrance	.00	YTD Actual 5,106.57	Total 5,106.57	YTD Budget 5,000.00 Unexpended 106.57-
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 4,621.40	Total 4,621.40	YTD Budget .00 Unexpended 4,621.40-
001-2800-63314 LOW LEAD FUEL PURCHASED				
YTD Encumbrance	.00	YTD Actual 5,560.75	Total 5,560.75	YTD Budget .00 Unexpended 5,560.75-
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 416.50	Total 416.50	YTD Budget 1,000.00 Unexpended 583.50
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	321.45		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	21.93		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63810 UTILITIES (continued)				
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00	YTD Actual 2,095.91	Total 2,095.91	YTD Budget 4,500.00 Unexpended 2,404.09
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		70.00	
	**Desc: MONTHLY AIRPORT CLEANING - OCT 2024			
AP	HORAN CLEANING LLC		87.50	
	**Desc: ADDITIONAL CLEANING AIRPORT			
YTD Encumbrance	.00	YTD Actual 9,336.96	Total 9,336.96	YTD Budget 38,500.00 Unexpended 29,163.04
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				
AP	OELWEIN PUBLISHING CO		8.26	
	**Desc: PN - AIRPORT - RENT OF FARMLAND			
AP	ACE HARDWARE		9.59	
	**Desc: Packing tape for signs			
YTD Encumbrance	.00	YTD Actual 104.35	Total 104.35	YTD Budget 500.00 Unexpended 395.65
Number of transactions: 39		Number of accounts: 19		
		Debit	Credit	Proof
Grand Totals:		2,828.72	2,173.82-	654.90



To: Airport Board
 From: Dylan Mulfinger City Administrator
 Subject: Hangar Rent
 Date: 12/6/2024

The FAA guidance is clear in local governments can make their own rules on the storage of nonaeronautical items in the hangars:

c. Provided the hangar is used primarily for aeronautical purposes; an airport sponsor may permit non- aeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar.

After some research, cities across Iowa which provide hangar space at their airports do not have consistent rules or charges for hangars. Below is some of the information which was discovered:

- Some cities charged more for rent, and some cities charged less
- Hangar square footage varied widely across similar airports
- Some cities banned nonaeronautical items in the hangars, while some cities allowed if they did not interfere with aeronautical items
- Local storage units charge \$65 for 200 square feet and \$85 for 240 square feet

If the airport board did make a recommendation for a fee for nonaeronautical items, the new rule would have positives and negatives:

Positives

- Additional revenue for the airport for repairs or improvements
 - Additional revenue in general funded departments does not always mean more revenue for the department
- Hangars may revert to only having aeronautical equipment keeping hangars more active

Negatives

- City resources would be needed to monitor hangars closely
 - This may not be a worthwhile investment for the city
- The city would have to fine tenants who do not comply with new nonaeronautical items rules and regulations
- Hiding and storing nonaeronautical items to avoid fees in hangars may hurt the current culture at the airport

I believe the main goal for the city is to have a competitive rate and regulations on the hangars which ensure all hangars are rented. With that being the goal, the airport board should at times evaluate the price and rules on the hangars.



The current hangar rental rates are as follows:

Airport Hangar (East)	Month Rental	\$65.00
Airport Hangar (West)	Month Rental	\$70.00
Airport Hangar (new)	Month Rental	\$90.00
Community Hangar	Month Rental	\$155.00

The City Administrator is requesting the airport board provide recommendations on the following through a formal motion:

1. Are the current lease agreements for airport hangars accurate?
2. Should the city pursue a fee for hangars which store nonaeronautical items?
3. What improvements could be made to the hangars which would warrant an increase in rental fees?

Formal motions are typically worded “motion to provide a recommendation to city council on _____.” It is important formal motions are clear yet concise.

I appreciate your time on the airport board and look forward to your recommendations.