



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

March 12, 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. February Minutes.

EXPENSE REVIEW

2. February Expenses.

FBO REPORT

OLD BUSINESS

3. Revisit information updates.

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

February 20, 2025 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:32 PM.

ROLL CALL

Present: Bagge, Schares, Reinking, Woodraska, and Council Liaison Anthony Ricchio.

Absent: Tommy Stewart

APPROVAL OF MINUTES

1. December Minutes.

The board reviewed the minutes from the previous meeting.

A motion to approve was made by Reinking and seconded by Schares. All aye. Motion carried.

EXPENSE REVIEW

2. December Expenses.

3. January Expenses.

The board reviewed and approved the expense reports. No significant concerns were noted.

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

OLD BUSINESS

4. Revisiting city sending a Notice to Evacuate letter to non-airworthy aircraft in hangar.

The board discussed sending a notice to evacuate a non-airworthy plane, with a new request for a hangar now on the waitlist.

- The last recorded annual check for the aircraft was December 7, 2021, indicating it is no longer compliant.
- The board recommended that a letter be sent by the city, giving the owner a deadline to either make the aircraft airworthy or vacate the hangar.

NEW BUSINESS

5. Talk about fuel prices, system issues, response to issues and receipts.

- Fuel Prices & System Improvements:
 - The city decided to adjust fuel pricing by a 10% margin to encourage more fuel sales.
 - Additional signage was proposed to clarify pump assignments and fuel types to avoid confusion.
 - Discussion on implementing a voicemail system at the airport phone line with updated fuel pricing and contact information for assistance.
- Airport Communication & Infrastructure:

- The board discussed transferring the airport phone number to the city's existing phone system for better management.
- Plans to ensure fiber internet installation at the airport were also addressed to improve communication reliability.
- Hangar Receipt System:
 - The board reviewed issues regarding fuel receipts and discussed adding a sign instructing users to insert their card for a receipt.
 - Ensuring that pilots have access to receipts for proper record-keeping was deemed essential.
- Airport Lighting System:
 - The lighting system was tested and found operational, but minor radio interference was reported.
 - Discussion on ensuring pilots have the correct procedures for activating runway lights.

SCHEDULE NEXT MEETING DATE

March 12, 2025 at 6:30PM

ADJOURNMENT

A motion to adjourn at 7:29 PM was made by Shares and seconded by Reinking. All aye. Motion carried.

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 - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		70.00-	
AR	Payment Applied - Hangars - BRIAN FINNEGAN		75.00-	
AR	Payment Applied - Hangars - BRIAN FINNEGAN	75.00		
AR	Payment Applied - Hangars - BRIAN FINNEGAN		75.00-	
AR	Payment Applied - Hangars - BRIAN FINNEGAN		95.00-	
AR	Payment Applied - Hangars - BRIAN FINNEGAN	95.00		
AR	Payment Applied - Hangars - BRIAN FINNEGAN		95.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		70.00-	
AR	Payment Applied - Hangars - BRIAN FINNEGAN		825.00-	
AR	Payment Applied - Hangars - BRIAN FINNEGAN		1,045.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		280.00-	
YTD Encumbrance	.00 YTD Actual	15,973.00- Total	15,973.00- YTD Budget	16,000.00- Unearned 27.00
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 FEB 2025		1,652.70-	
	Description: FUEL SALES - MERCHANT BANKCD FEB 2025			
YTD Encumbrance	.00 YTD Actual	6,994.69- Total	6,994.69- YTD Budget	.00 Unearned 6,994.69-
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				
YTD Encumbrance	.00 YTD Actual	745.00- Total	745.00- YTD Budget	.00 Unearned 745.00-
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	MULGREW OIL CO	820.00		
	**Desc: LP GAS AIRPORT			
AP	ACE HARDWARE	19.97		
	**Desc: Air Hose for Airport			
AP	MILLER'S CONSTRUCTION INC	100.00		
	**Desc: SERVICE CALL - CLEANED BURNER ON TUBE HEATER IN HANGAR			
AP	MULGREW OIL CO	738.00		
	**Desc: LP GAS AIRPORT			
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				
AP	ARROW ENERGY, INC.	8,863.77		
	**Desc: AVGAS 100 LOW LEAD			
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 666.40	Total 666.40	YTD Budget 1,000.00 Unexpended 333.60
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	225.63		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00	YTD Actual 2,614.81	Total 2,614.81	YTD Budget 4,500.00 Unexpended 1,885.19
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	175.00		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-64950 CONTRACTS (continued)				
**Desc: MONTHLY AIRPORT CLEANING - JAN 2025				
YTD Encumbrance	.00	YTD Actual 9,826.96	Total 9,826.96	YTD Budget 38,500.00 Unexpended 28,673.04
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	QUADIENT FINANCE USA INC		20.29	
**Desc: POSTAGE 10/17/2024--12/17/2024				
AP	QUADIENT FINANCE USA INC		9.66	
**Desc: POSTAGE 12/18/2025--1/30/2025				
YTD Encumbrance	.00	YTD Actual 134.30	Total 134.30	YTD Budget 500.00 Unexpended 365.70
Number of transactions: 24		Number of accounts: 19		
		Debit	Credit	Proof
Grand Totals:		11,225.62	4,347.70-	6,877.92

CITY OF OELWEIN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>					
001-2800-43110 HANGAR RENT	2,525.00	15,973.00	16,000.00	27.00	99.8
001-2800-43120 LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-45000 FUEL SALES	1,652.70	6,994.69	.00	(6,994.69)	.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	.00	745.00	.00	(745.00)	.0
TOTAL AIRPORT	4,177.70	23,762.69	56,100.00	32,337.31	42.4
TOTAL FUND REVENUE	4,177.70	23,762.69	56,100.00	32,337.31	42.4

CITY OF OELWEIN
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

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	1,677.97	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	8,863.77	14,424.52	.00	(14,424.52)	.0
001-2800-63730 COMMUNICATIONS	83.30	666.40	1,000.00	333.60	66.6
001-2800-63810 UTILITIES	225.63	2,614.81	4,500.00	1,885.19	58.1
001-2800-64950 CONTRACTS	175.00	9,826.96	38,500.00	28,673.04	25.5
001-2800-65041 EQUIPMENT	.00	2,781.05	8,000.00	5,218.95	34.8
001-2800-65060 OFFICE SUPPLIES	29.95	134.30	500.00	365.70	26.9
TOTAL AIRPORT	11,055.62	57,006.35	58,600.00	1,593.65	97.3
TOTAL FUND EXPENDITURES	11,055.62	57,006.35	58,600.00	1,593.65	97.3
NET REVENUE OVER EXPENDITURES	(6,877.92)	(33,243.66)	(2,500.00)	30,743.66	(1329.