



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

October 09, 2024

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. September Minutes.

EXPENSE REVIEW

2. September Expenses.

OLD BUSINESS

3. Fuel Update.
4. Discussion on answers to the questions asked from September 11th, 2024 board meeting.
5. Consider any new recommendations to the city for operation of the airport.
6. Consideration of the review and recommendation to Council of the FBO proposals.

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

September 11, 2024 - 6:30 PM

CALL TO ORDER

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

ROLL CALL

Present: Woodraska, Schares, Bagge, Council Liaison Anthony Ricchio (Phone)

Also Present: Mike Wilhelm,

Absent: Waleneus, FBO Tegeler, Assistant Airport Manager Tom Stewart

Mike Wilhelm, spoke regarding open hangars and the FBO proposals. Schares referred Wilhelm to supply his proposal to Mulfinger.

APPROVAL OF MINUTES

1. August Minutes.

A motion was made by Schares, seconded by Bagge to approve the August minutes. All aye. Motion carried.

EXPENSE REVIEW

2. August Expenses.

Woodraska questioned the “work on gasboy meter and jet pump.” Bagge stated he would like the Culligan water cooler be repaired, the cool water tap is broken.

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

FBO REPORT

Tegeler was not present.

OLD BUSINESS

No Old Business

NEW BUSINESS

3. Discussion on what the city will need to do for the airport.

Schares wished for a follow-up on the farm rent contract to ensure the correct crop would be planted in the spring. Ricchio stated he would follow-up Mulfinger.

Bagge requested a follow-up on the fuel system, last they had know it was still locked. Schares stated that to his knowledge is city has not purchased the fuel from Tegeler Aviation. The board stated they wish for the price of the fuel be competitive. Schares stated another load of jet fuel will be needed. Bagge stated he will update the information on varying websites on items such as current fuel levels, who to contact, and hours of operation, etc. Ricchio stated he would follow-up with Mulfinger.

Bagge questioned the cameras and if they are Tegeler's or the city's.

SCHEDULE NEXT MEETING DATE

October 9, 2024 at 6:30 PM

ADJOURNMENT

A motion was made by Schares, seconded by Bagge to adjourn the meeting at 7:14 PM. All aye. Motion carried.

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	2,122.00	4,179.00	16,000.00	11,821.00	26.1
001-2800-43120	LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-47053	COURTESY CAR DONATIONS	50.00	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	360.00	.00	(360.00)	.0
	TOTAL AIRPORT	2,352.00	4,589.00	56,100.00	51,511.00	8.2
	TOTAL FUND REVENUE	2,352.00	4,589.00	56,100.00	51,511.00	8.2

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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	131.20	865.12	5,000.00	4,134.88	17.3
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	83.30	249.90	1,000.00	750.10	25.0
001-2800-63810	UTILITIES	371.63	1,401.47	4,500.00	3,098.53	31.1
001-2800-64950	CONTRACTS	3,059.82	9,179.46	38,500.00	29,320.54	23.8
001-2800-65041	EQUIPMENT	10,182.15	12,881.79	8,000.00	(4,881.79)	161.0
001-2800-65060	OFFICE SUPPLIES	32.85	51.41	500.00	448.59	10.3
	TOTAL AIRPORT	13,860.95	24,629.15	58,600.00	33,970.85	42.0
	TOTAL FUND EXPENDITURES	13,860.95	24,629.15	58,600.00	33,970.85	42.0
	NET REVENUE OVER EXPENDITURES	(11,508.95)	(20,040.15)	(2,500.00)	17,540.15	(801.6)

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 - SKY VALLEY AVIA		90.00-	
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 - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		130.00-	
AR	Payment Applied - Hangars - TIM RECKER		70.00-	
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 - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		260.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		90.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
CR	HANGAR RENT - MAINT. SHOP OCTOBER 202		500.00-	
	Description: HANGAR RENT - MAINT. SHOP OCTOBER 2024 - STEVE STREETER			
CR	Voided Receipt - 5.017448 - STEVE STREETER	500.00		
	Description: Voided Receipt - 5.017448 - STEVE STREETER, Comment: Void reason: void per DM email 10/1			

YTD Encumbrance	.00	YTD Actual	4,179.00-	Total	4,179.00-	YTD Budget	16,000.00-	Unearned	11,821.00
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001-2800-43120 LAND RENT

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	36,000.00-	Unearned	36,000.00
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001-2800-44410 GRANTS (FEDERAL)

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

CR	COURTESY CAR DONATIONS - OELWEIN AIR		50.00-	
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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-47053 COURTESY CAR DONATIONS (continued)				
Description: COURTESY CAR DONATIONS - OELWEIN AIRPORT - COURTESY CAR				
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	MISC - EXTRA SPACE - KYLE RICH-CROP CA		90.00-	
	Description: MISC - EXTRA SPACE - KYLE RICH-CROP CARE AIR			
CR	EXTRA SPACE - KYLE RICH		90.00-	
	Description: EXTRA SPACE - KYLE RICH			
YTD Encumbrance	.00 YTD Actual	360.00- Total	360.00- YTD Budget	.00 Unearned 360.00-
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	TEGELER AVIATION LLC	131.20		
	**Desc: LP 80 GAL \$1.64/GAL FOR THE SHOP			
YTD Encumbrance	.00 YTD Actual	865.12 Total	865.12 YTD Budget	5,000.00 Unexpended 4,134.88
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	29.35		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63730 COMMUNICATIONS (continued)				
	**Desc: AIRPORT PHONE SERVICE			
AP	COMMUNITY DIGITAL WIRELESS LLC	53.95		
	**Desc: AIRPORT INTERNET SERVICE			
YTD Encumbrance	.00 YTD Actual	249.90 Total	249.90 YTD Budget	1,000.00 Unexpended 750.10
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	351.25		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	20.38		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	1,401.47 Total	1,401.47 YTD Budget	4,500.00 Unexpended 3,098.53
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: SEPTEMBER FBO FEE			
YTD Encumbrance	.00 YTD Actual	9,179.46 Total	9,179.46 YTD Budget	38,500.00 Unexpended 29,320.54
001-2800-65041 EQUIPMENT				
AP	TEGELER AVIATION LLC	4,621.40		
	**Desc: JET FUEL			
AP	TEGELER AVIATION LLC	5,560.75		
	**Desc: LOW LEAD FUEL			
YTD Encumbrance	.00 YTD Actual	12,881.79 Total	12,881.79 YTD Budget	8,000.00 Unexpended 4,881.79-
001-2800-65060 OFFICE SUPPLIES				
AP	STOREY KENWORTHY CORP	32.85		
	**Desc: WINDOW ENVELOPES			
YTD Encumbrance	.00 YTD Actual	51.41 Total	51.41 YTD Budget	500.00 Unexpended 448.59
Number of transactions: 37		Number of accounts: 16		
		Debit	Credit	Proof
Grand Totals:		14,360.95	2,852.00-	11,508.95

Date: 9/29/2024

Sky Valley Aviation LLC proposal to provide services at Oelwein Municipal Airport

Sky Valley Aviation LLC

Michael Wilhelms Owner/Manager 319-290-2706

1300 4th St. SW Waverly, IA 50677

Certified Airframe & Powerplant mechanic since 2004 with Inspection Authorization privileges

Commercial instrument rated pilot since 2003

Based at Oelwein Municipal Airport since 2021.

Sky Valley Aviation will:

- Perform annual inspections on customer aircraft.
- Perform basic aircraft maintenance for customers.
- Occupy the bulk hangar to perform duties.
- Network with freelance and other airport flight instructors to bring in more airport operations.
- Community outreach with organizations such as EAA and AOPA to provide Fly-ins and other airport events.
- City of Oelwein will be compensated \$650 per month for use of bulk hangar and terminal office.

Sky Valley Aviation LLC will produce and maintain commercial general liability insurance. Upon contract agreement insurance policy can be modified to align with the City of Oelwein's requirements.

Respectfully Submitted
Sky Valley Aviation LLC
Michael Wilhelms