



Agenda

Airport Board

19623 40th Street, Oelwein, Iowa

6:00 PM

October 01, 2020
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Warren Fisk

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

[Consideration](#) of a motion to approve the minutes of the May 28, 2020 meeting

EXPENSE REVIEW

[Review](#) of expenses and revenues

FBO REPORT

OLD BUSINESS

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
 May 28, 2020 - 6:00 PM

CALL TO ORDER – Chairman Bryan called the meeting to order at 6:00 P.M.

ROLL CALL Present: Bryan, Woodraska Tuchscherer
 Absent: Bagge, Nations
 Also Present: Council Liaison Stewart, FBO Tegeler

APPROVE MINUTES A motion was made by Woodraska, seconded by Tuchscherer to approve the minutes of the January 16, 2020 meeting. All voted aye.

Motion Carried

EXPENSES No bills to present for payment. Tegeler stated he has been forwarding them to the city for payment.

FBO REPORT Tegeler reported the last time he was pushing snow the air conditioner compressor froze up. It has been replaced with the assistance of John Bagge. Still waiting on reimbursement for freon and compressor oil supplied by Bagge. Tegeler also replaced the mower blades on the big mower for the first time in five or six years. The ladder is here and in the shop. Tegeler noted he has been in negotiations for the FBO Contract and it has been settled. A cable in the big shop door has been repaired. The courtesy car has been out 10 times since the last meeting. Currently one hangar is empty on the old building. The battery has been replaced in the Toro lawn mower. Field tile that has been plugged for several years has been repaired.

BAGGE ARRIVED AT 6:10 P.M.

OLD BUSINESS Discussion was held on the Runway 1-3 sign.

BLDG/GROUND MAINT Bryan discussed the maintenance of the terminal building and grounds noting very little has been completed. He reminded Board members this topic has been discussed in the past. Bryan also felt the lawn needs to be mowed on a more regular schedule to prevent windrows of dead grass.

Tegeler admitted he has been lax on the cleaning and all the floors have been scrubbed recently except for the bathroom. He does feel the grass is mowed on a regular basis and stated it is scheduled to be mowed again tomorrow.

Nations feels the public restroom needs to be cleaned at a minimum of once daily.

Bryan is also concerned about the use of weed killer around the terminal stating when the facility was built bluegrass sod was installed and there is nothing growing except weeds. Without the grass mud splashes up on the building and leaves a mess. He would like the area re-seeded. Bagge felt grass would eventually fill in. Alternatively it was discussed that rock be put in the area.

Federal Funding Woodraska noted the city has relinquished this years federal entitlement. Stewart noted Oelwein currently does not have a project in the works and this is common between airports.

Crack Sealing Tegeler questioned if crack sealing was scheduled this year.

Next Meeting July 16, 2020 at 6:30 P.M. was scheduled for the next meeting

Adjourn A motion was made by Tuchscherer, seconded by Woodraska to adjourn at 6:30 P.M.

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Grand Totals
- Include Only Description Comments
- Page and Total by FUND
- All Segments Tested for Total Breaks
- [Report].Account Number = "001280043110"- "001280065060"

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
		08/31/2020 (08/20) Balance	001-2800-43110			2,727.00-
09/02/2020	AR	Payment Applied - Hangars - JOHN BAGGE			70.00-	
09/22/2020	AR	Payment Applied - Hangars - JOHN BAGGE			140.00-	
09/17/2020	AR	Payment Applied - Hangars - STEVE MORSTA			65.00-	
09/22/2020	AR	Payment Applied - Hangars - STEVE MORSTA			130.00-	
YTD Encumbrance	.00	YTD Actual	-3,132.00 Total	-3,132.00	YTD Budget	-15,000.00 Unearned 11,868.00
		08/31/2020 (08/20) Balance	001-2800-43120			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	-30,000.00 Unearned 30,000.00
		08/31/2020 (08/20) Balance	001-2800-47053			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	-250.00 Unearned 250.00
		08/31/2020 (08/20) Balance	001-2800-47100			55.00-
YTD Encumbrance	.00	YTD Actual	-55.00 Total	-55.00	YTD Budget	-500.00 Unearned 445.00
		08/31/2020 (08/20) Balance	001-2800-47130			.00
09/10/2020	CR	JET A/100LL FUEL REIMBURSEMENT - tegele Description: JET A/100LL FUEL REIMBURSEMENT - tegeler aviation			5,623.87-	
YTD Encumbrance	.00	YTD Actual	-5,623.87 Total	-5,623.87	YTD Budget	-5,000.00 Unearned (623.87)
		08/31/2020 (08/20) Balance	001-2800-47990			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unearned .00
		08/31/2020 (08/20) Balance	001-2800-60100			421.93
YTD Encumbrance	.00	YTD Actual	421.93 Total	421.93	YTD Budget	500.00 Unexpended 78.07
		08/31/2020 (08/20) Balance	001-2800-63100			82.40
08/18/2020	AP	MULGREW OIL CO **Desc: LP GAS AIRPORT		376.09		
08/13/2020	AP	JOHN DEERE FINANCIAL F.S.B. **Desc: WEED KILLER - 2 4 D		43.99		
YTD Encumbrance	.00	YTD Actual	502.48 Total	502.48	YTD Budget	2,500.00 Unexpended 1,997.52

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
VEHICLE		08/31/2020 (08/20) Balance	001-2800-63310			228.11	
YTD Encumbrance	.00	YTD Actual	228.11 Total	228.11	YTD Budget	1,000.00 Unexpended	771.89
COMMUNICATIONS		08/31/2020 (08/20) Balance	001-2800-63730			149.96	
09/01/2020	AP	COMMUNITY DIGITAL WIRELESS LLC		43.95			
		**Desc: AIRPORT INTERNET SERVICE					
09/01/2010	AP	AUREON COMMUNICATIONS		31.01			
		**Desc: AIRPORT PHONE SERVICE					
YTD Encumbrance	.00	YTD Actual	224.92 Total	224.92	YTD Budget	1,000.00 Unexpended	775.08
UTILITIES		08/31/2020 (08/20) Balance	001-2800-63810			612.20	
09/02/2020	AP	EAGLE POINT ENERGY 5		327.89			
		**Desc: ELECTRIC SERVICE					
YTD Encumbrance	.00	YTD Actual	940.09 Total	940.09	YTD Budget	5,500.00 Unexpended	4,559.91
CONTRACTS		08/31/2020 (08/20) Balance	001-2800-64950			5,766.68	
YTD Encumbrance	.00	YTD Actual	5,766.68 Total	5,766.68	YTD Budget	35,000.00 Unexpended	29,233.32
EQUIPMENT		08/31/2020 (08/20) Balance	001-2800-65041			345.66	
YTD Encumbrance	.00	YTD Actual	345.66 Total	345.66	YTD Budget	2,500.00 Unexpended	2,154.34
OFFICE SUPPLIES		08/31/2020 (08/20) Balance	001-2800-65060			111.55	
YTD Encumbrance	.00	YTD Actual	111.55 Total	111.55	YTD Budget	500.00 Unexpended	388.45
Number of Transactions: 10 Number of Accounts: 14				Debit	Credit	Proof	
Total GENERAL:				822.93	6,028.87-	5,205.94-	
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Grand Totals:				822.93	6,028.87-	5,205.94-	

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CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2020

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>					
001-2800-43110 HANGAR RENT	405.00	3,132.00	15,000.00	11,868.00	20.9
001-2800-43120 LAND RENT	.00	.00	30,000.00	30,000.00	.0
001-2800-47053 COURTESY CAR DONATIONS	.00	.00	250.00	250.00	.0
001-2800-47100 ELECTRICAL REIMBURSEMENT	.00	55.00	500.00	445.00	11.0
001-2800-47130 JET A/100LL FUEL REIMBURSEMENT	5,623.87	5,623.87	5,000.00	(623.87)	112.5
TOTAL AIRPORT	6,028.87	8,810.87	50,750.00	41,939.13	17.4
TOTAL FUND REVENUE	6,028.87	8,810.87	50,750.00	41,939.13	17.4

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2020

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
001-2800-60100 SALARY	.00	421.93	500.00	78.07	84.4
001-2800-63100 BUILDING	420.08	502.48	2,500.00	1,997.52	20.1
001-2800-63310 VEHICLE	.00	228.11	1,000.00	771.89	22.8
001-2800-63730 COMMUNICATIONS	74.96	224.92	1,000.00	775.08	22.5
001-2800-63810 UTILITIES	327.89	940.09	5,500.00	4,559.91	17.1
001-2800-64950 CONTRACTS	.00	5,766.68	35,000.00	29,233.32	16.5
001-2800-65041 EQUIPMENT	.00	345.66	2,500.00	2,154.34	13.8
001-2800-65060 OFFICE SUPPLIES	.00	111.55	500.00	388.45	22.3
TOTAL AIRPORT	<u>822.93</u>	<u>8,541.42</u>	<u>48,500.00</u>	<u>39,958.58</u>	<u>17.6</u>
TOTAL FUND EXPENDITURES	<u>822.93</u>	<u>8,541.42</u>	<u>48,500.00</u>	<u>39,958.58</u>	<u>17.6</u>
NET REVENUE OVER EXPENDITURES	<u><u>5,205.94</u></u>	<u><u>269.45</u></u>	<u><u>2,250.00</u></u>	<u><u>1,980.55</u></u>	<u><u>12.0</u></u>