



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

April 15, 2021
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Warren Fisk

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Consideration of a motion to approve the minutes of the March 4, 2021 meeting

EXPENSE REVIEW

- [2.](#) Review of Revenue and Expense Reports

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

Oelwein Community Plaza, 25 West Charles Streets

March 04, 2021 - 6:30 PM

CALL TO ORDER by Chairman Bryan at 6:30 P.M.

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

APPROVAL OF MINUTES

1. Consideration of a motion to approve the minutes of the October 1, 2020 meeting

A motion was made by Nations, seconded by Bagge to approve the minutes of the October 1, 2020 meeting. All voted aye.

Motion Carried

EXPENSE REVIEW

2. Review of Revenue and Expense Reports

The Board reviewed the monthly expense and revenue reports.

CITY ADMINISTRATOR’S REPORT

Mulfinger gave the following updates:

Crack Sealing will be done with Cares Act money

Gas Pump Card Readers and related equipment is scheduled for Spring, 2021

There is one year remaining on the agricultural land lease. It will be terminated September 1.

Discussion was held on activities to promote the Airport. It was suggested to invite the City Council to the Airport. The Young Eagles program will be held August 21st.

OLD BUSINESS

NEW BUSINESS

SCHEDULE NEXT MEETING DATE

The next meeting was scheduled for April 15, 2021 ay 6:30 P.M. at the Airport

ADJOURNMENT

A motion was made by Woodraska, seconded by Tuchscherer to adjourn at 7:00 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
		HANGAR RENT	02/28/2021 (02/21) Balance	001-2800-43110		11,562.00-
03/02/2021	AR	Payment Applied - Hangars - MIKE MATTHIAS			65.00-	
03/01/2021	AR	Payment Applied - Hangars - GERALD OLSON			65.00-	
03/01/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			56.00-	
03/01/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			90.00-	
03/01/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			90.00-	
03/01/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			155.00-	
03/01/2021	AR	Payment Applied - Hangars - JIM TUCHSCHER			70.00-	
03/05/2021	AR	Payment Applied - Hangars - DON BAHE-SUM			70.00-	
03/04/2021	AR	Payment Applied - Hangars - CHUCK & JUDY S			90.00-	
03/08/2021	AR	Payment Applied - Hangars - DON BAHE-SUM			210.00-	
03/08/2021	AR	Payment Applied - Hangars - CHUCK & JUDY S			180.00-	
03/08/2021	AR	Payment Applied - Hangars - PAUL MARCOTT			65.00-	
03/29/2021	AR	Payment Applied - Hangars - GERALD OLSON			65.00-	
03/22/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			56.00-	
03/22/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			90.00-	
03/22/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			90.00-	
03/22/2021	AR	Payment Applied - Hangars - KYLE RICH-CRO			155.00-	
03/24/2021	AR	Payment Applied - Hangars - STEVE MORSTA			65.00-	
03/31/2021	AR	Payment Applied - Hangars - STEVE MORSTA			65.00-	
YTD Encumbrance		.00 YTD Actual	-13,354.00 Total	-13,354.00 YTD Budget	-15,000.00 Unearned	1,646.00
		LAND RENT	02/28/2021 (02/21) Balance	001-2800-43120		.00
03/03/2021	CR	LAND RENT - T & S FARMS TRAVIS SEEHAS			31,625.00-	
YTD Encumbrance		.00 YTD Actual	-31,625.00 Total	-31,625.00 YTD Budget	-30,000.00 Unearned	(1,625.00)
		COURTESY CAR DONATIONS	02/28/2021 (02/21) Balance	001-2800-47053		.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-250.00 Unearned	250.00
		ELECTRICAL REIMBURSEMENT	02/28/2021 (02/21) Balance	001-2800-47100		55.00-
YTD Encumbrance		.00 YTD Actual	-55.00 Total	-55.00 YTD Budget	-500.00 Unearned	445.00
		JET A/100LL FUEL REIMBURSEMENT	02/28/2021 (02/21) Balance	001-2800-47130		5,623.87-
YTD Encumbrance		.00 YTD Actual	-5,623.87 Total	-5,623.87 YTD Budget	-5,000.00 Unearned	(623.87)
		MISC	02/28/2021 (02/21) Balance	001-2800-47990		.00
03/17/2021	CR	MISC CARES GRANT COVID \$\$ - FAA TREAS Description: MISC CARES GRANT COVID \$\$ - FAA TREASURER			30,000.00-	
YTD Encumbrance		.00 YTD Actual	-30,000.00 Total	-30,000.00 YTD Budget	.00 Unearned	(30,000.00)

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
SALARY		02/28/2021 (02/21) Balance	001-2800-60100			421.93
YTD Encumbrance	.00	YTD Actual	421.93 Total	421.93	YTD Budget	500.00 Unexpended 78.07
BUILDING		02/28/2021 (02/21) Balance	001-2800-63100			3,176.41
03/12/2021	AP	BLUEGLOBES LLC **Desc: COUPLINGS/LENS		457.34		
03/30/2021	AP	MULGREW OIL CO **Desc: LP GAS AIRPORT		770.00		
YTD Encumbrance	.00	YTD Actual	4,403.75 Total	4,403.75	YTD Budget	2,500.00 Unexpended (1,903.75)
VEHICLE		02/28/2021 (02/21) 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		02/28/2021 (02/21) Balance	001-2800-63730			601.25
03/01/2021	AP	COMMUNITY DIGITAL WIRELESS LLC **Desc: AIRPORT INTERNET SERVICE		43.95		
03/01/2021	AP	AUREON COMMUNICATIONS **Desc: AIRPORT PHONE SERVICE		31.82		
YTD Encumbrance	.00	YTD Actual	677.02 Total	677.02	YTD Budget	1,000.00 Unexpended 322.98
UTILITIES		02/28/2021 (02/21) Balance	001-2800-63810			2,632.81
03/03/2021	AP	EAGLE POINT ENERGY 5 LLC **Desc: ELECTRIC SERVICE		141.43		
03/01/2021	AP	BLACKHAWK WASTE DISPOSAL CO INC **Desc: GARBAGE PICKUP		28.00		
03/19/2021	AP	ALLIANT ENERGY **Desc: ELECTRIC SERVICE		243.67		
YTD Encumbrance	.00	YTD Actual	3,045.91 Total	3,045.91	YTD Budget	5,500.00 Unexpended 2,454.09
CONTRACTS		02/28/2021 (02/21) Balance	001-2800-64950			23,066.72
03/01/2021	AP	TEGELER AVIATION LLC **Desc: MARCH FBO FEE		2,883.34		
YTD Encumbrance	.00	YTD Actual	25,950.06 Total	25,950.06	YTD Budget	35,000.00 Unexpended 9,049.94
EQUIPMENT		02/28/2021 (02/21) Balance	001-2800-65041			3,390.99
YTD Encumbrance	.00	YTD Actual	3,390.99 Total	3,390.99	YTD Budget	2,500.00 Unexpended (890.99)
OFFICE SUPPLIES		02/28/2021 (02/21) Balance	001-2800-65060			532.40
YTD Encumbrance	.00	YTD Actual	532.40 Total	532.40	YTD Budget	500.00 Unexpended (32.40)
Number of Transactions: 29 Number of Accounts: 14				Debit	Credit	Proof

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total GENERAL:				4,599.55	63,417.00-	58,817.45-
Number of Transactions: 29 Number of Accounts: 14				Debit	Credit	Proof
Grand Totals:				4,599.55	63,417.00-	58,817.45-

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CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2021

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	1,792.00	13,354.00	15,000.00	1,646.00	89.0
001-2800-43120	LAND RENT	31,625.00	31,625.00	30,000.00	(1,625.00)	105.4
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	.00	5,623.87	5,000.00	(623.87)	112.5
001-2800-47990	MISC	30,000.00	30,000.00	.00	(30,000.00)	.0
	TOTAL AIRPORT	63,417.00	80,657.87	50,750.00	(29,907.87)	158.9
	TOTAL FUND REVENUE	63,417.00	80,657.87	50,750.00	(29,907.87)	158.9

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2021

Item 2.

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	1,227.34	4,403.75	2,500.00	(1,903.75)	176.2
001-2800-63310	VEHICLE	.00	228.11	1,000.00	771.89	22.8
001-2800-63730	COMMUNICATIONS	75.77	677.02	1,000.00	322.98	67.7
001-2800-63810	UTILITIES	413.10	3,045.91	5,500.00	2,454.09	55.4
001-2800-64950	CONTRACTS	2,883.34	25,950.06	35,000.00	9,049.94	74.1
001-2800-65041	EQUIPMENT	.00	3,390.99	2,500.00	(890.99)	135.6
001-2800-65060	OFFICE SUPPLIES	.00	532.40	500.00	(32.40)	106.5
	TOTAL AIRPORT	4,599.55	38,650.17	48,500.00	9,849.83	79.7
	TOTAL FUND EXPENDITURES	4,599.55	38,650.17	48,500.00	9,849.83	79.7
	NET REVENUE OVER EXPENDITURES	58,817.45	42,007.70	2,250.00	(39,757.70)	1867.0