



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

February 21, 2024

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. January Minutes.

EXPENSE REVIEW

2. January Expenses.

FBO REPORT

OLD BUSINESS

3. Fuel System Update.
4. Tractor Tires.
5. Terminal garage heating for tractor.
6. Decide on whether to vote to change the wording Article IV, Oelwein Airport Board, Section 6-101 Qualifications of Board members.

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

January 17, 2024 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:30 PM.

ROLL CALL

Present: Woodraska, Bagge, Nations, Schares

Also Present: Council Liaison Anthony Ricchio, FBO George Tegler, Assistant Airport Manager Tommy Stewart, Mayor Brett DeVore

Absent: Cantrell

APPROVAL OF MINUTES

1. November Minutes.

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

EXPENSE REVIEW

2. November Expenses.

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

3. December Expenses.

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

Woodraska and Bagge questioned the expenses for the pole building thinking they were very reasonable for the work done. Stewart stated the repairs went as planned and the building will be good for many more years.

FBO REPORT

FBO Tegler reported two of the three overhead heating elements in the terminal garage were burnt out and a discussion ensued about new heaters.

OLD BUSINESS

4. Fuel System Update.

The city is working on the credit card system to work and for the city to purchase fuel in the tanks from Tegeler Aviation.

5. CIP Tractor Tires.

Woodraska rode with Tegeler in the tractor after the first big storm and the tractor was sliding and slipping quite a bit. Tegeler would have to take smaller swaths of snow or the tractor tires would spin.

NEW BUSINESS

Mayor Devore reported that Renee Cantrell had to resign from the board for personal reasons and that a new board member will be needed. He asked all members to let him know if they had anyone in mind.

He would like to get a female on the board if possible. He also mentions that if we cannot find another board member from the City of Oelwein, then we could think about whether a recommendation needed to be made on changing the city code.

After discussion, a motion was made by Schares, seconded by Bagge recommend changing the wording in Article IV, Oelwein Airport Board, Section 6-101 Qualifications of Board members to 2 members from within city limits and three from Fayette county or a county adjacent thereto.

A vote may be taken during the February meeting.

SCHEDULE NEXT MEETING DATE

February 21, 2024 at 6:30PM

ADJOURNMENT

A motion was made by Nations, seconded by Schare to adjourn the meeting at 7:05PM.

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	2,055.00	10,443.50	15,000.00	4,556.50	69.6
001-2800-43120	LAND RENT	.00	.00	32,000.00	32,000.00	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	100.00	100.00	.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	1,755.00	4,500.00	2,745.00	39.0
001-2800-47990	MISC	.00	540.00	.00	(540.00)	.0
	TOTAL AIRPORT	2,055.00	12,738.50	51,600.00	38,861.50	24.7
	TOTAL FUND REVENUE	2,055.00	12,738.50	51,600.00	38,861.50	24.7

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Item 2.

GENERAL

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	.00	1,000.00	1,000.00	.0
001-2800-63100	BUILDING	842.08	4,896.06	5,000.00	103.94	97.9
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	86.11	601.30	1,000.00	398.70	60.1
001-2800-63810	UTILITIES	130.11	1,963.09	4,500.00	2,536.91	43.6
001-2800-64950	CONTRACTS	3,059.82	21,418.70	38,500.00	17,081.30	55.6
001-2800-65041	EQUIPMENT	.00	2,550.79	8,000.00	5,449.21	31.9
001-2800-65060	OFFICE SUPPLIES	39.69	500.64	500.00	(.64)	100.1
	TOTAL AIRPORT	<u>4,157.81</u>	<u>31,930.58</u>	<u>58,600.00</u>	<u>26,669.42</u>	<u>54.5</u>
	TOTAL FUND EXPENDITURES	<u>4,157.81</u>	<u>31,930.58</u>	<u>58,600.00</u>	<u>26,669.42</u>	<u>54.5</u>
	NET REVENUE OVER EXPENDITURES	<u>(2,102.81)</u>	<u>(19,192.08)</u>	<u>(7,000.00)</u>	<u>12,192.08</u>	<u>(274.2)</u>

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 - THERESA BREITB		90.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		90.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - THERESA BREITB		450.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		280.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		70.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		56.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		14.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		210.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		260.00-	
YTD Encumbrance	.00 YTD Actual	10,443.50- Total	10,443.50- YTD Budget	15,000.00- Unearned 4,556.50

001-2800-43120 LAND RENT

YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	32,000.00- Unearned 32,000.00
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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

YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00
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001-2800-47100 ELECTRICAL REIMBURSEMENT

YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
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001-2800-47130 JET A/100LL FUEL REIMBURSEMENT

YTD Encumbrance	.00 YTD Actual	1,755.00- Total	1,755.00- YTD Budget	4,500.00- Unearned 2,745.00
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001-2800-47990 MISC

YTD Encumbrance	.00 YTD Actual	540.00- Total	540.00- YTD Budget	.00 Unearned 540.00-
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Item 2.

CITY OF OELWEIN

Detail Ledger - Airport Detail Reports

Page: 2

Period: 01/24 (01/31/2024)

Feb 02, 2024 10:58AM

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
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	HAWKEYE FIRE & SAFETY COMPANY	107.00		
	**Desc: ANNUAL FIRE EXT INSPECTION			
AP	ACE HARDWARE	50.80		
	**Desc: Screws, Conduit, Thermostat			
AP	ACE HARDWARE	35.99		
	**Desc: Thermostat			
AP	MULGREW OIL CO	648.29		
	**Desc: LP GAS AIRPORT			
YTD Encumbrance	.00	YTD Actual 4,896.06	Total 4,896.06	YTD Budget 5,000.00 Unexpended 103.94
001-2800-63310 VEHICLE				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 100.00 Unexpended 100.00
001-2800-63730 COMMUNICATIONS				
AP	COMMUNITY DIGITAL WIRELESS LLC	53.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	32.16		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00	YTD Actual 601.30	Total 601.30	YTD Budget 1,000.00 Unexpended 398.70
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	109.73		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	20.38		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00	YTD Actual 1,963.09	Total 1,963.09	YTD Budget 4,500.00 Unexpended 2,536.91
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		

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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-64950 CONTRACTS (continued)				
	**Desc: JANUARY FBO FEE			
YTD Encumbrance	.00 YTD Actual	21,418.70 Total	21,418.70 YTD Budget	38,500.00 Unexpended 17,081.30
001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	2,550.79 Total	2,550.79 YTD Budget	8,000.00 Unexpended 5,449.21
001-2800-65060 OFFICE SUPPLIES				
AP	QUADIENT FINANCE USA INC	39.69		
	**Desc: POSTAGE 11/14/2023--1/16/2024			
YTD Encumbrance	.00 YTD Actual	500.64 Total	500.64 YTD Budget	500.00 Unexpended .64-
Number of transactions: 27	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		4,157.81	2,055.00-	2,102.81