



## Agenda

### Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

November 13, 2024

Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Matt Weber

**Board Members:** Anthony Ricchio, Ken Woodraska, John Bagge, Nathan Schares, Tony Reinking

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#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

- [1.](#) October Minutes.

#### EXPENSE REVIEW

- [2.](#) October Expenses.

#### FBO REPORT

#### OLD BUSINESS

3. Transitional report on the Fixed Base Operator hangar, terminal, and fuel system.

#### NEW BUSINESS

4. Discussion on ideas to enhance transit pilot numbers.
- [5.](#) Discuss lease policy per FAA guidelines for hangars.
6. New fixed base operator, aviation maintenance, and repair business with Sky Valley Aviation.

#### SCHEDULE NEXT MEETING DATE

#### ADJOURNMENT

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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

October 09, 2024 - 6:30 PM

## CALL TO ORDER

The meeting was called to order by the Woodraska at 6:31 PM.

## ROLL CALL

Present: Schares, Reinking, Woodraska, Bagge

Also present: Liaison Riccio, Assistant Airport Manager Thomas Stewart

## APPROVAL OF MINUTES

### 1. September Minutes.

The minutes from the September meeting were reviewed and approved. Motion by Reinking, seconded by Schares. Motion carried.

## EXPENSE REVIEW

### 2. September Expenses.

The expenses for September were reviewed, with a clarification regarding the fuel buyout. Motion by Bagge, seconded by Schares. Motion carried.

## OLD BUSINESS

### 3. Fuel Update.

The fuel system is now operational following updates to the fuel controller. There was discussion about adding a visible fuel price sign for convenience. Additional signage for fuel receipt procedures will also be created.

### 4. Discussion on answers to the questions asked from September 11th, 2024 board meeting.

Updates on the ongoing projects were discussed, including feedback on fuel pricing and the shop ceiling repair project. Contractors are being contacted for estimates.

### 5. Consider any new recommendations to the city for operation of the airport.

The board emphasized the need for better hanger management and ensuring that inactive aircraft do not occupy valuable space. The possibility of expanding hangar space if demand rises was also discussed.

### 6. Consideration of the review and recommendation to Council of the FBO proposals.

The board reviewed a proposal from Sky Valley Aviation for Fixed Base Operator (FBO) services. The proposal includes aircraft maintenance, annual inspections, and occupying the bulk hangar. The board recommended a one-year trial contract with Sky Valley Aviation to evaluate the partnership before committing to a long-term agreement.

## SCHEDULE NEXT MEETING DATE

The next meeting is scheduled for November 13, 2024.

## ADJOURNMENT

A motion to adjourn was made by Nations, seconded by Reinking. The meeting was adjourned at 7:45 PM.

CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	1,121.00	5,300.00	16,000.00	10,700.00	33.1
001-2800-43120	LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-45000	FUEL SALES	3,043.39	3,043.39	.00	( 3,043.39)	.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	140.00	500.00	.00	( 500.00)	.0
	<b>TOTAL AIRPORT</b>	4,304.39	8,893.39	56,100.00	47,206.61	15.9
	<b>TOTAL FUND REVENUE</b>	4,304.39	8,893.39	56,100.00	47,206.61	15.9

CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	2,104.76	2,969.88	5,000.00	2,030.12	59.4
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	4,621.40	4,621.40	.00	( 4,621.40)	.0
001-2800-63314	LOW LEAD FUEL PURCHASED	5,560.75	5,560.75	.00	( 5,560.75)	.0
001-2800-63730	COMMUNICATIONS	83.30	333.20	1,000.00	666.80	33.3
001-2800-63810	UTILITIES	351.06	1,752.53	4,500.00	2,747.47	39.0
001-2800-64950	CONTRACTS	.00	9,179.46	38,500.00	29,320.54	23.8
001-2800-65041	EQUIPMENT	( 10,100.74)	2,781.05	8,000.00	5,218.95	34.8
001-2800-65060	OFFICE SUPPLIES	35.09	86.50	500.00	413.50	17.3
	<b>TOTAL AIRPORT</b>	2,655.62	27,284.77	58,600.00	31,315.23	46.6
	<b>TOTAL FUND EXPENDITURES</b>	2,655.62	27,284.77	58,600.00	31,315.23	46.6
	<b>NET REVENUE OVER EXPENDITURES</b>	1,648.77	( 18,391.38)	( 2,500.00)	15,891.38	(735.7)

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"- "001280065060"

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-43110 HANGAR RENT</b>				
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		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 - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		70.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		280.00-	

YTD Encumbrance	.00	YTD Actual	5,300.00-	Total	5,300.00-	YTD Budget	16,000.00-	Unearned	10,700.00
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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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**001-2800-45000 FUEL SALES**

CR	FUEL SALES - MERCHANT BANKCD		3,043.39-	
	Description: FUEL SALES - MERCHANT BANKCD			

YTD Encumbrance	.00	YTD Actual	3,043.39-	Total	3,043.39-	YTD Budget	.00	Unearned	3,043.39-
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**001-2800-47053 COURTESY CAR DONATIONS**

YTD Encumbrance	.00	YTD Actual	50.00-	Total	50.00-	YTD Budget	100.00-	Unearned	50.00
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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	.00	Total	.00	YTD Budget	4,000.00-	Unearned	4,000.00
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**001-2800-47990 MISC**

CR	MISC - SCRAP - TOMMY STEWART		50.00-	
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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-47990 MISC (continued)</b>				
	Description: MISC - SCRAP - TOMMY STEWART			
CR	EXTRA SPACE - KYLE RICH		90.00-	
	Description: EXTRA SPACE - KYLE RICH			
YTD Encumbrance	.00 YTD Actual	500.00- Total	500.00- YTD Budget	.00 Unearned 500.00-

**001-2800-60100 SALARY**

YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00
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**001-2800-63100 BUILDING**

AP	ACE HARDWARE	14.27			
	**Desc: Sign for Airport Fuel				
AP	ACE HARDWARE	28.70			
	**Desc: Plumbing Supplies for Airport				
AP	ACE HARDWARE	21.97			
	**Desc: Plumbing Supplies for Airport				
AP	CHRISTIE DOOR COMPANY	70.00			
	**Desc: SERVICE CALL - HANGAR DOOR				
AP	GRAINGER	20.80			
	**Desc: Relay for hangar door				
AP	ACE HARDWARE	24.85			
	**Desc: Fittings for Airport plumbing				
AP	DICKS PETROLEUM CO	466.80			
	**Desc: SERVICE CALL - FUEL SYSTEM				
AP	IRVINE WATER COND AND PLUMBING	1,258.80			
	**Desc: WATER SOFTENER/FAUCET				
AP	IRVINE WATER COND AND PLUMBING	79.73			
	**Desc: Shower Valve for Airport				
AP	FAYETTE COUNTY SOLID WASTE MANAGEM	108.70			
	**Desc: Garbage from FBO Hangar				
AP	ARNOLD MOTOR SUPPLY LLP	10.14			
	**Desc: Tyvek suit for painting airport				
YTD Encumbrance	.00 YTD Actual	2,969.88 Total	2,969.88 YTD Budget	5,000.00 Unexpended	2,030.12

**001-2800-63310 VEHICLE**

YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00 Unexpended	100.00
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**001-2800-63313 JET FUEL PURCHASED**

JE	ADJ ENTRY 9/17 FUEL PRCHSD FRM TEGLER	4,621.40			
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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-63313 JET FUEL PURCHASED (continued)</b>				
YTD Encumbrance	.00	YTD Actual 4,621.40	Total 4,621.40	YTD Budget .00 Unexpended 4,621.40-
<b>001-2800-63314 LOW LEAD FUEL PURCHASED</b>				
JE	ADJ ENTRY 9/17 FUEL PRCHSD FRM TEGLER	5,560.75		
YTD Encumbrance	.00	YTD Actual 5,560.75	Total 5,560.75	YTD Budget .00 Unexpended 5,560.75-
<b>001-2800-63730 COMMUNICATIONS</b>				
AP	AUREON COMMUNICATIONS	29.35		
	**Desc: AIRPORT PHONE SERVICE			
AP	COMMUNITY DIGITAL WIRELESS LLC	53.95		
	**Desc: AIRPORT INTERNET SERVICE			
YTD Encumbrance	.00	YTD Actual 333.20	Total 333.20	YTD Budget 1,000.00 Unexpended 666.80
<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC	329.29		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	21.77		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00	YTD Actual 1,752.53	Total 1,752.53	YTD Budget 4,500.00 Unexpended 2,747.47
<b>001-2800-64915 REFUNDS</b>				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget .00 Unexpended .00
<b>001-2800-64950 CONTRACTS</b>				
YTD Encumbrance	.00	YTD Actual 9,179.46	Total 9,179.46	YTD Budget 38,500.00 Unexpended 29,320.54
<b>001-2800-65041 EQUIPMENT</b>				
AP	ARNOLD MOTOR SUPPLY LLP	45.02		
	**Desc: Filters for Airport tractor			
AP	ARNOLD MOTOR SUPPLY LLP	36.39		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-65041 EQUIPMENT (continued)</b>				
	**Desc: Filter for Airport Tractor			
JE	ADJ ENTRY 9/17 FUEL PRCHSD FRM TEGLER		10,182.15-	
YTD Encumbrance	.00 YTD Actual	2,781.05 Total	2,781.05 YTD Budget	8,000.00 Unexpended 5,218.95
<b>001-2800-65060 OFFICE SUPPLIES</b>				
AP	QUADIENT FINANCE USA INC	10.25		
	**Desc: POSTAGE 6/28/2024--8/19/2024			
AP	QUADIENT FINANCE USA INC	24.84		
	**Desc: POSTAGE 8/19/2024--10/16/2024			
YTD Encumbrance	.00 YTD Actual	86.50 Total	86.50 YTD Budget	500.00 Unexpended 413.50
Number of transactions: 37    Number of accounts: 19		Debit	Credit	Proof
Grand Totals:		12,837.77	14,486.54-	1,648.77-





**T-hangar Lease Agreement**  
Oelwein Municipal Airport (OLZ)  
Oelwein, Iowa

THIS LEASE AGREEMENT is made and entered into by and between the City of Oelwein, referred to as "The city", hereinafter referred to as the "Lessor", \_\_\_\_\_ and hereinafter referred to as the "Lessee",

THE LESSEE AGREES AS FOLLOWS:

1. This lease is subject to the Rules and Regulations of the Oelwein Municipal Airport and the Federal Aviation Administration (FAA). Lessee shall, in addition to meeting all other general minimum standards set out in the Rules and Regulations, abide by the terms set forth herein below.

2. The City of Oelwein, in consideration of the rentals to be paid by the Lessee, does hereby lease to the Lessee, Hangar # \_\_\_\_\_, hereinafter referred to as the "Leased Premises", for individual aircraft storage on the Oelwein Municipal Airport, hereinafter called the "Airport", beginning on the first day of \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_, at the rental rate set by Oelwein City Council. This lease shall be a monthly lease and may be terminated by giving 30 days written notice. The rent shall be paid in full by the first day of the month. If the lease is terminated prior to the end of the monthly lease agreement, there shall be no penalty. The city will not issue a refund on any hanger rental. All rental payments as provided herein shall be made to the City of Oelwein, 2<sup>nd</sup> Ave SW, Oelwein, IA 50662. The aircraft to be stored in or upon the Leased Premises, is that which is set forth herein below.

3. Upon default in payment of rental herein or upon any other default by Tenant in accordance with the terms and provisions of this lease, this lease may, at the option of the Landlord, be cancelled and forfeited, PROVIDED HOWEVER, before any such cancellation and forfeiture, Landlord shall give Tenant a written notice specifying the default, or defaults, and stating that this lease will be cancelled and forfeited 30 days after the giving of such notice, unless such defaults are remedied within such grace period. Upon termination of this Lease Agreement, Lessee shall peacefully, and without delay, vacate the Leased Premises and do so in a reasonable manner without causing any damage to the Leased Premises. The Lessee shall not assign or sublet the leased premises at any time. The Lessee covenants and agrees during the term of this lease to use and to occupy the Leased Premises primarily for the storage of aircraft.

4. Fueling or running engines of aircraft in hangars or storage of any type of fuel is not permitted. Fueling must be done outside of hangar using only approved fuel container and transfer device.

5. Hangar doors are to be closed when not in use. Snow will be plowed within one to two feet of the hangar door, renter is responsible to remove snow up to the door. Automobile parking in the hangar is approved, if the tenant is gone for an extended period of time.

6. The City undertakes no service in connection with the aircraft owned by the Lessee, and hereinafter described, during the period of tenancy, and shall not be liable to the Lessee for any damages sustained by said aircraft, or the contents thereof, by reason of any actions performed by/or authorized by the Lessee.



7. Tenants are responsible for keeping the hangar clean and free of oily rags, flammable materials and trash. City will provide electricity without additional cost to the Lessee. Space heaters are permitted only when personally attended, and only FAA approved engine heaters may be used when unattended.

8. In the event of fire or any other cause thereto, shall damage the hangar, or the means of access, the rent payable hereunder shall not abate provided that the hangar is not rendered untenable by such damage. If the hangar is rendered untenable, and the City elects to repair the hangar, the rent shall abate for the period during which such repairs are being made, provided the damage was not caused by the acts or omissions of Lessee, its employees, agents or invitees, in which case the rent shall not abate. If the hangar is rendered untenable and the City of Oelwein elects not to repair the hangar, this Lease Agreement shall terminate effective on the date the City elects not to repair the hangar.

9. The City reserves the right to further develop or improve the landing area and all publicly owned air navigation facilities of the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance.

10. All additions or improvements made to the hangar, and removal of said additions and improvements, shall be pre-approved by the City.

11. This Lease Agreement shall be subordinate to the provisions of any outstanding agreement between the City and the United States Government relative to the maintenance, operation, or development of the Airport, during time of war or national emergency, for military or naval use of part or all of the landing area, the publicly-owned air navigation facilities and/or other areas or facilities of the Airport. If any such agreement is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the agreement with the Government, shall be suspended.

12. The City reserves the right to enter the Leased Premises, at any time. Keys must be provided to the Fixed-base Operator (FBO) for any private locks. The City shall maintain the building and appurtenances; provided however, that the City shall not be obligated to make repairs occasioned by the use or actions of the Lessee, which shall be the obligation of the Lessee, normal wear and tear considered. Tenants are to notify the FBO of any hangar problems.

13. The airport is to be accessed by the main entrance only.

14. The Lessee shall indemnify and hold the City of Oelwein, its employees, agents and representatives, harmless against the loss, damage or expense suffered or sustained by Lessee as a result of the Lessee's actions or inactions, causing either injury to persons, or damage to property, arising or growing out of the use of the T-Hangar as herein described, or use of any part of the Airport by Lessee, or Lessee's employees, agents or contractors.

15. Lessee shall maintain, at its own expense, insurance insuring against liability for damage or loss of other aircraft, or other property, and against liability for personal injury or death, arising from acts or omissions of Lessee, its agents and employees. Lessee's failure to provide and/or maintain the required insurance coverage, as set forth herein, shall be grounds for immediate cancellation of this Lease Agreement. Proof of insurance shall be provided at time of rental to the City Clerk, and Lessee shall also provide, with proof of insurance, that the insurance company has been informed to notify the City of Oelwein, in case of any lapse of insurance.



16. If a Court of competent jurisdiction finds any clause or paragraph of this Lease Agreement to be unenforceable or invalid, the clause or paragraph shall be severed from the remainder of the Lease Agreement and shall not affect the remaining clauses or paragraphs which can be given effect without the unenforceable or invalid clause or paragraph.

17. In accordance to FAA guidelines the following items are permissible to be stored in the hangar:

- Storage of active aircraft.
- Shelter for maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft.
- Construction of amateur-built or kit-built aircraft, provided that activities are conducted safely.
- Storage of aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair, or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangar's primary use.
- Storage of materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangar's primary use.
- Storage of non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar (for example, televisions, furniture).
- A vehicle parked at the hangar while the aircraft usually stored in that hangar is flying, subject to local airport rules and regulations.

18. The following are not permissible to be stored within hangars given FAA guidelines:

- Use as a residence.
- Operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, non-aeronautical business office.
- Activities which impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar.
- Activities which displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
- Storage of household items that could be stored in commercial storage facilities.
- Long-term storage of derelict aircraft and parts.
- Storage of items or activities prohibited by local or state law.
- Fuel, and other dangerous and Hazmat materials.
- Storage of inventory or equipment supporting a municipal agency function unrelated to the aeronautical use.



**Description of Aircraft:**

Make:

\_\_\_\_\_

Model:

\_\_\_\_\_

\_\_\_\_\_

- Single Engine
- Twin Engine
- Turbine
- Jet
- Helicopter

**Lessee Info:**

Lessee Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Signature** (Lessee): \_\_\_\_\_ **Date** (Lessee): \_\_\_\_\_

**Signature** (Lessor): \_\_\_\_\_ **Date** (Lessor): \_\_\_\_\_