



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

January 16, 2020
Oelwein, Iowa

Mayor: Brett Devore

CALL TO ORDER

ROLL CALL – BRYAN, WOODRASKA, NATIONS, BAGGE, TUCHSCHERER

APPROVAL OF MINUTES

[Consideration](#) of a motion to approve the minutes of the November 21, 2019 meeting

EXPENSE REVIEW

[Review](#) of Expenditure/Revenue Report and Approval of Invoices

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



City of Oelwein
Airport Board
November 21, 2019

The November 21, 2019 meeting of the City of Oelwein Airport Board was called to order at 6:30 P.M.

PRESENT: Bryan, Tuchscherer, Woodraska, Nations, Bagge
ABSENT: None
ALSO PRESENT: FBO Tegeler

Fuel Pumps Discussion was held on the fuel pumps. It was questioned how Vinton could sell fuel at such a low price (\$4.00 per gallon). It was stated the City of Vinton owns the fuel where in Oelwein the FBO owns the fuel. Vinton does it as not for profit. It was also stated the cities of Independence and Manchester own the fuel. Tegeler indicated if he could purchase in larger quantities the price he pays for fuel would drop. He also believes pilots are happy with self-serve which can reduce the price of fuel. Bryan felt the Board needs to come up with an idea of how to pay for self-serve fuel pumps and make it a priority. Tegeler said fuel is at the expense of the FBO at most of the airports that are manned.

It was noted Independence does not have a mechanic on duty which is a good selling point for Oelwein. Independence however does have a person who offers instruction. Tegeler stated he did lower his price \$0.20 to \$5.05 per gallon.

Approve Minutes A motion was made by Woodraska, seconded by Tuchscherer to approve the minutes of the October 17, 2019 meeting. All voted aye.
Motion Carried

Invoices No invoices were presented for payment.

FBO Not much going on this time of year. He used the lift and performed hangar maintenance – serviced pulleys, replaced belts as needed, etc.

The taxiway project is mostly complete but for the final grading, seeding, etc. which will most likely be done in the spring.

Courtesy Car It was noted a Jeep Cherokee is the new courtesy car. Tegeler said the battery dies when it sets for a couple of weeks. The key switch is worn and can be removed in any position. He will keep an eye on this.

Ladder 16' Warner ladders can be purchased from either Lowes or Home Depot for \$625.00. A Louisville can be purchased from Campbell supply for \$599.00. No decision will be made until a price is received from local supplier Lumber Ridge.

Reappointments Jim Tuchscherer and John Bagge have both been reappointed for another term.

2020-21 Budget Tegeler reviewed monthly expenditure reports and stated at this time of year we should be at 30-33% spent. The equipment line is budgeted at \$1,000 for 2019/20 and \$800 has already been spent. The salary line is used when city employees work at the airport and the office line is for general supplies – copies, postage, etc. The contract line is the FBO contract. Tegeler is requesting a 2.5% increase.

Bryan asked for any suggestions to the budget request. Bagge felt \$2,000 isn't much for building maintenance and repair. Bryan agreed stating maintenance needs to be performed to stay ahead. It was agreed to request the building expense line be increased to \$5,000.

Tegeler would like a new radio for the tractor. The current handheld is hard to hear over the tractor. It was suggested to install an exterior antennae or wire in a speaker. Bryan believed a used aircraft radio could be purchased for \$400-\$500. It was agreed to increase the equipment line to \$2,500 to cover the cost of a radio. The handheld could then be installed in the shop with an auxiliary speaker.

A motion was made by Bagge, seconded by Tuchscherer to approve submittal of the budget request as discussed. All voted aye.

Motion Carried

Next Meeting January 16, 2020 was scheduled for the next meeting date.

Adjourn A motion was made by Tuchscherer, seconded by Nations to adjourn at 7:30 P.M. All voted aye.

Motion Carried

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>					
001-2800-43110 HANGAR RENT	1,295.00	5,489.00	12,500.00	7,011.00	43.9
001-2800-43120 LAND RENT	.00	.00	30,000.00	30,000.00	.0
001-2800-47053 COURTESY CAR DONATIONS	.00	29.10	250.00	220.90	11.6
001-2800-47100 ELECTRICAL REIMBURSEMENT	55.00	220.00	.00	(220.00)	.0
001-2800-47130 JET A/100LL FUEL REIMBURSEMENT	.00	4,528.35	9,000.00	4,471.65	50.3
TOTAL AIRPORT	1,350.00	10,266.45	51,750.00	41,483.55	19.8
TOTAL FUND REVENUE	1,350.00	10,266.45	51,750.00	41,483.55	19.8

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
001-2800-60100 SALARY	.00	671.45	500.00	(171.45)	134.3
001-2800-63100 BUILDING	63.73	1,172.75	2,000.00	827.25	58.6
001-2800-63310 VEHICLE	.00	1,044.43	500.00	(544.43)	208.9
001-2800-63730 COMMUNICATIONS	74.89	374.54	1,000.00	625.46	37.5
001-2800-63810 UTILITIES	234.72	1,510.05	5,500.00	3,989.95	27.5
001-2800-64950 CONTRACTS	3,122.07	15,610.35	37,464.84	21,854.49	41.7
001-2800-65041 EQUIPMENT	474.20	1,272.62	1,000.00	(272.62)	127.3
001-2800-65060 OFFICE SUPPLIES	.00	112.36	500.00	387.64	22.5
TOTAL AIRPORT	3,969.61	21,768.55	48,464.84	26,696.29	44.9
TOTAL FUND EXPENDITURES	3,969.61	21,768.55	48,464.84	26,696.29	44.9
NET REVENUE OVER EXPENDITURES	(2,619.61)	(11,502.10)	3,285.16	14,787.26	(350.1)

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
		10/31/2019 (10/19) Balance	001-2800-43110			4,194.00-
11/25/2019	AR	Payment Applied - Hangars - GREG BRYAN			90.00-	
11/27/2019	AR	Payment Applied - Hangars - GERALD OLSON			65.00-	
11/27/2019	AR	Payment Applied - Hangars - GREG BRYAN			990.00-	
11/19/2019	CR	HANGAR RENT 2H 3 MONTHS 1 NIGHT/WK -			150.00-	
		Description: HANGAR RENT 2H 3 MONTHS 1 NIGHT/WK - CODY KRAUSE CONSTRUCTION				
YTD Encumbrance		.00 YTD Actual	-5,489.00 Total	-5,489.00 YTD Budget	-12,500.00 Unearned	7,011.00
		10/31/2019 (10/19) Balance	001-2800-43120			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-30,000.00 Unearned	30,000.00
		10/31/2019 (10/19) Balance	001-2800-47053			29.10-
YTD Encumbrance		.00 YTD Actual	-29.10 Total	-29.10 YTD Budget	-250.00 Unearned	220.90
		10/31/2019 (10/19) Balance	001-2800-47100			165.00-
11/21/2019	AR	Payment Applied - AIRPORT - GEORGE TEGE			55.00-	
YTD Encumbrance		.00 YTD Actual	-220.00 Total	-220.00 YTD Budget	.00 Unearned	(220.00)
		10/31/2019 (10/19) Balance	001-2800-47130			4,528.35-
YTD Encumbrance		.00 YTD Actual	-4,528.35 Total	-4,528.35 YTD Budget	-9,000.00 Unearned	4,471.65
		10/31/2019 (10/19) Balance	001-2800-47990			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
		10/31/2019 (10/19) Balance	001-2800-60100			671.45
YTD Encumbrance		.00 YTD Actual	671.45 Total	671.45 YTD Budget	500.00 Unexpended	(171.45)
		10/31/2019 (10/19) Balance	001-2800-63100			1,109.02
10/18/2019	AP	JOHN DEERE FINANCIAL F.S.B. **Desc: LIGHT BULBS/V BELT		56.86		
10/23/2019	AP	JOHN DEERE FINANCIAL F.S.B. **Desc: V BELT		6.87		
YTD Encumbrance		.00 YTD Actual	1,172.75 Total	1,172.75 YTD Budget	2,000.00 Unexpended	827.25

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
VEHICLE		10/31/2019 (10/19) Balance	001-2800-63310			1,044.43
YTD Encumbrance	.00	YTD Actual	1,044.43 Total	1,044.43	YTD Budget	500.00 Unexpended (544.43)
COMMUNICATIONS		10/31/2019 (10/19) Balance	001-2800-63730			299.65
11/01/2019	AP	COMMUNITY DIGITAL WIRELESS LLC **Desc: AIRPORT INTERNET SERVICE		43.95		
11/01/2019	AP	AUREON COMMUNICATIONS **Desc: AIRPORT PHONE SERVICE		30.94		
YTD Encumbrance	.00	YTD Actual	374.54 Total	374.54	YTD Budget	1,000.00 Unexpended 625.46
UTILITIES		10/31/2019 (10/19) Balance	001-2800-63810			1,275.33
11/05/2019	AP	EAGLE POINT ENERGY 5 **Desc: ELECTRIC SERVICE		187.65		
11/12/2019	AP	ALLIANT ENERGY **Desc: ELECTRIC SERVICE		19.07		
11/01/2019	AP	BLACKHAWK WASTE DISPOSAL CO INC **Desc: GARBAGE PICKUP		28.00		
YTD Encumbrance	.00	YTD Actual	1,510.05 Total	1,510.05	YTD Budget	5,500.00 Unexpended 3,989.95
CONTRACTS		10/31/2019 (10/19) Balance	001-2800-64950			12,488.28
11/01/2019	AP	TEGELER AVIATION LLC **Desc: NOVEMBER FBO FEE		3,122.07		
YTD Encumbrance	.00	YTD Actual	15,610.35 Total	15,610.35	YTD Budget	37,464.84 Unexpended 21,854.49
EQUIPMENT		10/31/2019 (10/19) Balance	001-2800-65041			798.42
10/30/2019	AP	MULGREW OIL CO **Desc: DIESEL FUEL - AIRPORT		474.20		
YTD Encumbrance	.00	YTD Actual	1,272.62 Total	1,272.62	YTD Budget	1,000.00 Unexpended (272.62)
OFFICE SUPPLIES		10/31/2019 (10/19) Balance	001-2800-65060			112.36
YTD Encumbrance	.00	YTD Actual	112.36 Total	112.36	YTD Budget	500.00 Unexpended 387.64
Number of Transactions: 14 Number of Accounts: 14				Debit	Credit	Proof
Total GENERAL:				3,969.61	1,350.00-	2,619.61
Number of Transactions: 14 Number of Accounts: 14				Debit	Credit	Proof
Grand Totals:				3,969.61	1,350.00-	2,619.61