



Agenda

Airport Board

20 Second Avenue SW, Oelwein

6:30 PM

October 18, 2023
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Board Members: Tom Stewart, Greg Bryan, Ken Woodraska, Tommy Nations, John Bagge, Renee Cantrell

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) September Minutes.

EXPENSE REVIEW

- [2.](#) September Expense Review.

FBO REPORT

OLD BUSINESS

3. Community Hangar Progress.
4. Fuel System Update.
5. Tractor/ Tire Discussion Continued.

NEW BUSINESS

6. Budget Discussion.

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

September 20, 2023 - 6:30 PM

CALL TO ORDER

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

ROLL CALL

Present: Woodraska, Bagge, Nations

Also Present: Council Liaison Tom Stewart, Assistant Airport Manager Tommy Stewart, FBO George Tegler

Absent: Bryan, Cantrell

APPROVAL OF MINUTES

1. Approval of August minutes.

Tegler wanted the minutes changed from “new infrared furnace installed for the backroom” to “new infrared furnace to be installed for the backroom.”

Bagge made a motion to approve the minutes with the updates, second by Nations. All aye. Motion carried.

EXPENSE REVIEW

2. August Expenses.

Woodraska questioned the service call from Dicks Petroleum and if they will charge a service call every time. Tommy Stewart said yes.

Nations made a motion to approve the August expenses, seconded by Bagge. All aye. Motion carried.

FBO REPORT

Tegler reported all hangars are filled otherwise it has been quiet.

OLD BUSINESS

3. Security/Hangar update.

A conversation about security cameras or community hangar repair ensued. The board is only able to move forward with one. After discussion it was recommended to move forward with the hangar repair and not go forward with the security cameras. The board concluded if a tenant is worried about security they can install a keypad lock or install a camera inside their hangar.

4. Fuel system update.

Tommy Stewart mentioned the keypad may be covered under warranty. A new keypad is on its way. Dicks Petroleum was out checking the system.

5. Kitchen counter update.

Tommy Stewart mentioned the repair is scheduled to be completed soon. The countertops are all that will be replaced.

6. Tractor tire/New tractor conversation.

FBO Tegler mentioned we still need tires for the tractor. Woodraska asked if it would be financially less for the city to buy new tires for the tractor or pay 10% for a new tractor. Bagge says the tractor we have is still in good shape, excepting the tires. The tractor is not scheduled to be replaced for a couple of years, but Tom Stewart mentioned the Board can move items around on the list of future projects if one becomes more important than another.

SCHEDULE NEXT MEETING DATE

October 18, 2023 at 6:30PM

ADJOURNMENT

A motion was made by Bagge, seconded by Nations to adjourn the meeting at 7:15 PM. All aye. Motion carried.

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 - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		65.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		65.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		130.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		130.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
YTD Encumbrance	.00 YTD Actual	3,669.50- Total	3,669.50- YTD Budget	15,000.00- Unearned 11,330.50
001-2800-43120 LAND RENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	32,000.00- Unearned 32,000.00
001-2800-44410 GRANTS (FEDERAL)				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-47053 COURTESY CAR DONATIONS				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00
001-2800-47100 ELECTRICAL REIMBURSEMENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
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
001-2800-47990 MISC				
YTD Encumbrance	.00 YTD Actual	180.00- Total	180.00- YTD Budget	.00 Unearned 180.00-
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	JOHN DEERE FINANCIAL F.S.B.	129.99		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63100 BUILDING (continued)				
	**Desc: ROUNDUP			
AP	MULGREW OIL CO	260.13		
	**Desc: LP GAS AIRPORT			
AP	CULLIGAN WATER CONDITIONING	7.50		
	**Desc: DRINKING WATER BOTTLES			
YTD Encumbrance	.00 YTD Actual	2,276.06 Total	2,276.06 YTD Budget	5,000.00 Unexpended 2,723.94

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	31.76		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	257.13 Total	257.13 YTD Budget	1,000.00 Unexpended 742.87

001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	351.41		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	1,080.15 Total	1,080.15 YTD Budget	4,500.00 Unexpended 3,419.85

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	3,059.81		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-64950 CONTRACTS (continued)				
	**Desc: SEPTEMBER FBO FEE			
AP	TEGELER AVIATION LLC	119.96		
	**Desc: CONTRACT INCREASE - 2 MONTHS JUL & AUG			
YTD Encumbrance	.00 YTD Actual	9,179.43 Total	9,179.43 YTD Budget	38,500.00 Unexpended 29,320.57

001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	769.21 Total	769.21 YTD Budget	8,000.00 Unexpended 7,230.79

001-2800-65060 OFFICE SUPPLIES				
YTD Encumbrance	.00 YTD Actual	365.60 Total	365.60 YTD Budget	500.00 Unexpended 134.40

Number of transactions: 15	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		4,014.51	585.00-	3,429.51

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
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	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	585.00	3,669.50	15,000.00	11,330.50	24.5
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	180.00	.00	(180.00)	.0
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	TOTAL AIRPORT	585.00	5,604.50	51,600.00	45,995.50	10.9
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	TOTAL FUND REVENUE	585.00	5,604.50	51,600.00	45,995.50	10.9
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CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

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	397.62	2,276.06	5,000.00	2,723.94	45.5
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	85.71	257.13	1,000.00	742.87	25.7
001-2800-63810	UTILITIES	351.41	1,080.15	4,500.00	3,419.85	24.0
001-2800-64950	CONTRACTS	3,179.77	9,179.43	38,500.00	29,320.57	23.8
001-2800-65041	EQUIPMENT	.00	769.21	8,000.00	7,230.79	9.6
001-2800-65060	OFFICE SUPPLIES	.00	365.60	500.00	134.40	73.1
	TOTAL AIRPORT	4,014.51	13,927.58	58,600.00	44,672.42	23.8
	TOTAL FUND EXPENDITURES	4,014.51	13,927.58	58,600.00	44,672.42	23.8
	NET REVENUE OVER EXPENDITURES	(3,429.51)	(8,323.08)	(7,000.00)	1,323.08	(118.9)