



## **Agenda**

### **Airport Board**

Municipal Airport, 19623 40th Street, Oelwein

6:30 PM

July 09, 2025  
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, Jeffery Brackett

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#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) May Minutes.

#### **EXPENSE REVIEW**

- [2.](#) May Expenses.

#### **FBO REPORT**

#### **OLD BUSINESS**

3. Report from the Young Eagles and RC event.
4. Discussion on Electrical vault.
- [5.](#) Unairworthy Aircraft letter sent.
6. Service hangar ceiling completed.

#### **NEW BUSINESS**

7. If there is a vacant hangar, will the board be informed?
8. Discussion for FBO listing on FAA information for grant purposes.
9. Fuel price knowledge for anyone answering 5440 phone number.
10. Is there a second in charge to Tommy - Fuel issues, hangar issues, internet issues Terminal cleaners, discussion on cleanliness.
11. Mowing, it's good, is it efficient?

#### **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

May 14, 2025 - 6:30 PM

## CALL TO ORDER

## CALL TO ORDER

The meeting was called to order at 6:30 PM by the chairperson.

## ROLL CALL

Present were:

- Board Members: Schares, Reinking, Woodraska, and new member Jeff Brackett.
- Absent: Bagge.
- Liaison: Anthony Ricchio.

## APPROVAL OF MINUTES

### 1. April Minutes.

The board reviewed the minutes. A motion to approve was made and seconded. Motion carried unanimously.

## EXPENSE REVIEW

### 2. April Expenses.

The board reviewed recent expenses. Work noted included:

- a. Wash Bay repair prior to freeze.
- b. Improvements to the zero-turn mower (blades, tires, belt).
- c. Electrical vault and rewiring work near the main hangar.

The board discussed conduit upgrades arranged by Tommy and confirmed completion of major vault work.

A motion to approve the expenses was made by Reinking and seconded by Schares. Motion passed unanimously.

## FBO REPORT

Mike Wilhelm was not present but is actively working on aircraft, including a spray plane. The FBO office is clean and stocked with snacks. Wilhelm offered to match donations (up to 50%) for the Young Eagles program.

## OLD BUSINESS

### 1. Young Eagles Event (Rescheduled to May 18, 2025):

- Originally scheduled for May 17; moved to Sunday, May 18 due to weather.
- Board discussed coordination with Brian for RC runway setup.
- City staff was contacted to mow grass and provide cones for event layout.
- Efforts made to notify public through the city's Facebook page and local media.
- Board agreed on monitoring traffic and ensuring RC and aircraft movement safety via radio.

2. Propeller Donation Plaque:

- Anthony confirmed Dylan Mulfinger is working on obtaining plaques to recognize the propeller donation.

3. Unairworthy Aircraft:

- The board reiterated the need for the city to send a 30-day notice to the aircraft owner currently on the waitlist.
- Address confirmation and legal processing discussed.

4. Electrical Vault Completion:

- Work nearing completion. Existing driver and circuit upgrade ongoing.
- Coordination with the city for removal of obsolete equipment and upcoming concrete work noted.

5. Fuel Receipt Labeling:

- Instructions for obtaining fuel receipts now posted at the pump.
- Fuel prices remain competitive; transient traffic is increasing as a result.

## **NEW BUSINESS**

1. Hangar Roof Leaks:

- Tenants reported minor leaks in newer hangars.
- Board discussed short-term lap sealant or flex seal applications as low-cost fixes.
- Suggested utilizing city bucket truck for safe and efficient access.

2. Snow Equipment Bid:

- City has reissued bids for snow equipment.
- Two companies are expected to respond.
- Board emphasized the urgency to secure funding before rollover limits expire.

## **SCHEDULE NEXT MEETING DATE**

The next meeting was scheduled for June 11, 2025, at 6:30 PM.

## **ADJOURNMENT**

A motion to adjourn was made by Schares and seconded by Reinking. Motion carried. The meeting adjourned at 6:59 PM.

## 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 - KYLE RICH-CROP		61.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		75.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		95.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		160.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		75.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		5.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		95.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		70.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		70.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		70.00-	
AR	Payment Applied - Hangars - GREG BRYAN		95.00-	
AR	Payment Applied - Hangars - GREG BRYAN		475.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		70.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		61.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		75.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		95.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		160.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		75.00-	
YTD Encumbrance	.00 YTD Actual	22,527.00- Total	22,527.00- YTD Budget	16,000.00- Unearned 6,527.00-
<b>001-2800-43120 LAND RENT</b>				
YTD Encumbrance	.00 YTD Actual	28,500.00- Total	28,500.00- YTD Budget	36,000.00- Unearned 7,500.00
<b>001-2800-44410 GRANTS (FEDERAL)</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
<b>001-2800-45000 FUEL SALES</b>				
CR	FUEL SALES - MERCHANT BANKCD MAY 2025		3,619.18-	
	Description: FUEL SALES - MERCHANT BANKCD MAY 2025			
YTD Encumbrance	.00 YTD Actual	13,283.87- Total	13,283.87- YTD Budget	.00 Unearned 13,283.87-
<b>001-2800-47053 COURTESY CAR DONATIONS</b>				
YTD Encumbrance	.00 YTD Actual	50.00- Total	50.00- YTD Budget	100.00- Unearned 50.00
<b>001-2800-47100 ELECTRICAL REIMBURSEMENT</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
<b>001-2800-47130 JET A/100LL FUEL REIMBURSEMENT</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	4,000.00- Unearned 4,000.00

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-47990 MISC</b>				
CR	MISC - EXTRA SPACE - KYLE RICH-CROP CA		90.00-	
	Description: MISC - EXTRA SPACE - KYLE RICH-CROP CARE AIR			
CR	EXTRA SPACE - KYLE RICH		90.00-	
	Description: EXTRA SPACE - KYLE RICH			
YTD Encumbrance	.00 YTD Actual	1,105.00- Total	1,105.00- YTD Budget	.00 Unearned 1,105.00-
<b>001-2800-60100 SALARY</b>				
PC	PAYROLL TRANS FOR 5/3/2025 PAY PERIOD	960.00		
PC	PAYROLL TRANS FOR 5/17/2025 PAY PERIOD	1,200.00		
YTD Encumbrance	.00 YTD Actual	3,840.00 Total	3,840.00 YTD Budget	1,000.00 Unexpended 2,840.00-
<b>001-2800-63100 BUILDING</b>				
AP	CRESCENT ELECTRIC SUPPLY CO	832.94		
	**Desc: Airport			
YTD Encumbrance	.00 YTD Actual	8,027.81 Total	8,027.81 YTD Budget	5,000.00 Unexpended 3,027.81-
<b>001-2800-63310 VEHICLE</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00 Unexpended 100.00
<b>001-2800-63313 JET FUEL PURCHASED</b>				
YTD Encumbrance	.00 YTD Actual	19,450.80 Total	19,450.80 YTD Budget	.00 Unexpended 19,450.80-
<b>001-2800-63314 LOW LEAD FUEL PURCHASED</b>				
YTD Encumbrance	.00 YTD Actual	14,424.52 Total	14,424.52 YTD Budget	.00 Unexpended 14,424.52-
<b>001-2800-63730 COMMUNICATIONS</b>				
AP	COMMUNITY DIGITAL WIRELESS LLC	53.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	29.35		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	916.30 Total	916.30 YTD Budget	1,000.00 Unexpended 83.70
<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC	287.75		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-63810 UTILITIES (continued)</b>				
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00	YTD Actual 3,954.21	Total 3,954.21	YTD Budget 4,500.00 Unexpended 545.79
<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>				
AP	HORAN CLEANING LLC	140.00		
	**Desc: MONTHLY AIRPORT CLEANING - APR 2025			
YTD Encumbrance	.00	YTD Actual 10,246.96	Total 10,246.96	YTD Budget 38,500.00 Unexpended 28,253.04
<b>001-2800-65041 EQUIPMENT</b>				
AP	JOHN DEERE FINANCIAL F.S.B.	283.96		
	**Desc: Weedeater for airport			
AP	OELWEIN FUEL FUND	3.46		
	**Desc: FUEL APR 01 TO APR 30			
AP	ELAN FINANCIAL SERVICES	542.46		
	**Desc: Lighting for mechanic hangar			
YTD Encumbrance	.00	YTD Actual 4,360.63	Total 4,360.63	YTD Budget 8,000.00 Unexpended 3,639.37
<b>001-2800-65060 OFFICE SUPPLIES</b>				
AP	IA DEPT OF AGRICULTURE	9.00		
	**Desc: FUEL METER LICENSES			
YTD Encumbrance	.00	YTD Actual 161.93	Total 161.93	YTD Budget 500.00 Unexpended 338.07
Number of transactions: 34 Number of accounts: 19				
		Debit	Credit	Proof
Grand Totals:		4,342.87	6,396.18-	2,053.31-

CITY OF OELWEIN  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	2,597.00	22,527.00	16,000.00	( 6,527.00)	140.8
001-2800-43120	LAND RENT	.00	28,500.00	36,000.00	7,500.00	79.2
001-2800-45000	FUEL SALES	3,619.18	13,283.87	.00	( 13,283.87)	.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	180.00	1,105.00	.00	( 1,105.00)	.0
	<u>TOTAL AIRPORT</u>	<u>6,396.18</u>	<u>65,465.87</u>	<u>56,100.00</u>	<u>( 9,365.87)</u>	<u>116.7</u>
	 <u>TOTAL FUND REVENUE</u>	 <u>6,396.18</u>	 <u>65,465.87</u>	 <u>56,100.00</u>	 <u>( 9,365.87)</u>	 <u>116.7</u>



CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>AIRPORT</u>					
001-2800-60100	SALARY	2,160.00	3,840.00	1,000.00	( 2,840.00)	384.0
001-2800-63100	BUILDING	832.94	8,027.81	5,000.00	( 3,027.81)	160.6
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	.00	19,450.80	.00	( 19,450.80)	.0
001-2800-63314	LOW LEAD FUEL PURCHASED	.00	14,424.52	.00	( 14,424.52)	.0
001-2800-63730	COMMUNICATIONS	83.30	916.30	1,000.00	83.70	91.6
001-2800-63810	UTILITIES	287.75	3,954.21	4,500.00	545.79	87.9
001-2800-64950	CONTRACTS	140.00	10,246.96	38,500.00	28,253.04	26.6
001-2800-65041	EQUIPMENT	829.88	4,360.63	8,000.00	3,639.37	54.5
001-2800-65060	OFFICE SUPPLIES	9.00	161.93	500.00	338.07	32.4
	TOTAL AIRPORT	4,342.87	65,383.16	58,600.00	( 6,783.16)	111.6
	TOTAL FUND EXPENDITURES	4,342.87	65,383.16	58,600.00	( 6,783.16)	111.6
	NET REVENUE OVER EXPENDITURES	2,053.31	82.71	( 2,500.00)	( 2,582.71)	3.3

May 29, 2025

Randy Althouse  
163 US Hwy 51  
Postville, IA 52162



### Notice Regarding Unairworthy Aircraft in City-Owned Hangar

Dear Mr. Althouse,

This letter is to formally notify you that the aircraft currently stored in Hangar B at the Oelwein Municipal Airport has been determined to be unairworthy and is in violation of your lease agreement and Federal Aviation Administration (FAA) guidelines governing the use of federally obligated airport hangars.

According to the FAA's Policy on the Non-Aeronautical Use of Airport Hangars (Federal Register / Vol. 81, No. 115 / Wednesday, June 15, 2016), hangars located on airport property must be used primarily for **aeronautical purposes**, including the storage of airworthy aircraft or aircraft **under active and continuous maintenance or restoration**. Storage of a derelict or permanently inoperable aircraft is explicitly considered non-aeronautical use and is not permitted.

In accordance with these regulations and your hangar lease agreement, you are hereby given **30 days from the date of this letter** to take one of the following actions:

1. **Make the aircraft airworthy** and provide documentation demonstrating that active and continuous maintenance is underway; or
2. **Remove the aircraft** and vacate the hangar.

Failure to comply with this directive within the stated time frame will result in termination of your hangar lease and potential further enforcement actions in line with City policy and FAA compliance requirements.

Please contact my office immediately if you intend to bring the aircraft into compliance, or if you require clarification on the documentation necessary to demonstrate airworthiness or active restoration.

We appreciate your prompt attention to this matter and your cooperation in helping maintain compliance with FAA regulations and ensuring proper use of airport facilities.

Sincerely,

Dylan Mulfinger  
City Administrator

Annual has been scheduled.  
If there are questions contact  
Mr. Edwards.

Thank-you  
Ellen Althouse

Enclosed is check for ~~July~~ + Augst + Sept  
hanger Rent.