



## Agenda

### Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

February 20, 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

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#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

- [1.](#) December Minutes.

#### EXPENSE REVIEW

- [2.](#) December Expenses.
- [3.](#) January Expenses.

#### FBO REPORT

#### OLD BUSINESS

4. Revisiting city sending a Notice to Evacuate letter to non-airworthy aircraft in hangar.

#### NEW BUSINESS

5. Talk about fuel prices, system issues, response to issues and receipts.

#### 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

December 11, 2024 - 6:30 PM

### CALL TO ORDER

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

### ROLL CALL

Present: Woodraska, Bagge, Schares, Reinking and Council Liaison Ricchio

Absent: Tommy Stewart.

Guest: Dave from AECOM to discuss Capital Improvement Plans.

### CAPITAL IMPROVEMENT PLAN DISCUSSION

Dave from AECOM presented updates and recommendations for the five-year Capital Improvement Plan:

- 2024 Projects: Ongoing lighting vault project to be completed by spring due to delays in electrical items.
- Procurement: Initiating the snow removal equipment package.
- Future Projects:
  - Runway 13 improvements.
  - Pavement rehabilitation in the hangar area, addressing deteriorating taxi lanes.
  - Considering additional drainage and structural corrections to mitigate issues caused by frost and shifting slabs.

The board agreed pavement issues should be prioritized and considered for the 2026 plan. Further discussions included:

- Evaluating the feasibility of rehabbing existing hangars versus constructing new ones.
- Integrating drainage systems to resolve subgrade issues.
- Revisiting cost estimates to ensure accurate budgeting for these projects.

### APPROVAL OF MINUTES

#### 1. November Minutes.

The board reviewed the minutes from the November meeting. A motion to approve was made by Schares and seconded by Reinking. The motion passed unanimously.

### EXPENSE REVIEW

#### 2. November Expenses.

The board reviewed and approved the November expenses. Discussions included:

- Notable expenses for waste management and cleaning services.
- Murray acid purchase likely used for cleaning the FBO floor.
- Annual fire inspection costs.

A motion to approve the expenses was made by Bagge and seconded by Schares. The motion passed unanimously.

**OLD BUSINESS**

3. Letter to evacuate unairworthy aircraft in hangar.
  - The board discussed sending letters to owners of unairworthy aircraft, providing a timeline to bring planes to compliance or vacate hangars.
  - Suggested a follow-up system to ensure compliance within three months.

**NEW BUSINESS**

4. Consideration of a motion to provide direction to increase hangar rent.

The board discussed a \$5 increase across all hangar tiers, balancing revenue needs with tenant affordability.

A motion recommend to council to increase each tier of hangar by \$5.00 was made by Schares and seconded by Bagge. The motion passed unanimously.

5. Non-Aeronautical Items Policy:

The board agreed that storage of non-aeronautical items in hangars is permissible as long as:

- The aircraft can be moved freely.
- Items comply with FAA safety guidelines (e.g., no flammables).

A motion to recommend a policy on non-aeronautical stored in hangars as long as no FAA rules are violated to the City Council was made by Schares and seconded by Reinking. The motion passed unanimously.

**SCHEDULE NEXT MEETING DATE**

The next meeting is scheduled for February 12, 2025, at 6:30 PM.

**ADJOURNMENT**

A motion to adjourn at 7:29 PM was made by Reinking and seconded by Bagge. The motion passed unanimously.

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 - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		90.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
AR	Payment Applied - Hangars - GREG BRYAN		90.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - GREG BRYAN		450.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		210.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		65.00-	
AR	Payment Applied - Hangars - TIM RECKER		70.00-	
AR	Payment Applied - Hangars - WALTER AVIATIO		325.00-	
AR	Payment Applied - Hangars - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - KEN WOODRASKA		90.00-	
AR	Payment Applied - Hangars - THERESA BREITB		90.00-	
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 - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - KEN WOODRASKA		990.00-	
AR	Payment Applied - Hangars - THERESA BREITB		450.00-	

YTD Encumbrance	.00	YTD Actual	11,222.00-	Total	11,222.00-	YTD Budget	16,000.00-	Unearned	4,778.00
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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 - DEC 202		354.38-	
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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-45000 FUEL SALES (continued)</b>				
Description: FUEL SALES - MERCHANT BANKCD - DEC 2024				
YTD Encumbrance	.00 YTD Actual	4,085.59- Total	4,085.59- YTD Budget	.00 Unearned 4,085.59-
<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
<b>001-2800-47990 MISC</b>				
CR	extra space - kyle rich		90.00-	
Description: extra space - kyle rich				
YTD Encumbrance	.00 YTD Actual	680.00- Total	680.00- YTD Budget	.00 Unearned 680.00-
<b>001-2800-60100 SALARY</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended 1,000.00
<b>001-2800-63100 BUILDING</b>				
AP	ACE HARDWARE		14.97	
**Desc: Materials for TV at airport				
AP	DICKS PETROLEUM CO		308.00	
**Desc: SERVICE CALL - FUEL SYSTEM				
YTD Encumbrance	.00 YTD Actual	5,429.54 Total	5,429.54 YTD Budget	5,000.00 Unexpended 429.54-
<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	4,621.40 Total	4,621.40 YTD Budget	.00 Unexpended 4,621.40-
<b>001-2800-63314 LOW LEAD FUEL PURCHASED</b>				
YTD Encumbrance	.00 YTD Actual	5,560.75 Total	5,560.75 YTD Budget	.00 Unexpended 5,560.75-

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<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	499.80 Total	499.80 YTD Budget	1,000.00 Unexpended 500.20

<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC	135.30		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	22.69		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	2,253.90 Total	2,253.90 YTD Budget	4,500.00 Unexpended 2,246.10

<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	175.00		
	**Desc: MONTHLY AIRPORT CLEANING - NOV 2024			
YTD Encumbrance	.00 YTD Actual	9,511.96 Total	9,511.96 YTD Budget	38,500.00 Unexpended 28,988.04

<b>001-2800-65041 EQUIPMENT</b>				
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>				
YTD Encumbrance	.00 YTD Actual	104.35 Total	104.35 YTD Budget	500.00 Unexpended 395.65

Number of transactions: 34	Number of accounts: 19	Debit	Credit	Proof
Grand Totals:		739.26	5,060.38-	4,321.12-

CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	4,616.00	11,222.00	16,000.00	4,778.00	70.1
001-2800-43120	LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-45000	FUEL SALES	354.38	4,085.59	.00	( 4,085.59)	.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	90.00	680.00	.00	( 680.00)	.0
	<b>TOTAL AIRPORT</b>	<b>5,060.38</b>	<b>16,037.59</b>	<b>56,100.00</b>	<b>40,062.41</b>	<b>28.6</b>
	<b>TOTAL FUND REVENUE</b>	<b>5,060.38</b>	<b>16,037.59</b>	<b>56,100.00</b>	<b>40,062.41</b>	<b>28.6</b>

CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 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	322.97	5,429.54	5,000.00	( 429.54)	108.6
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	.00	4,621.40	.00	( 4,621.40)	.0
001-2800-63314	LOW LEAD FUEL PURCHASED	.00	5,560.75	.00	( 5,560.75)	.0
001-2800-63730	COMMUNICATIONS	83.30	499.80	1,000.00	500.20	50.0
001-2800-63810	UTILITIES	157.99	2,253.90	4,500.00	2,246.10	50.1
001-2800-64950	CONTRACTS	175.00	9,511.96	38,500.00	28,988.04	24.7
001-2800-65041	EQUIPMENT	.00	2,781.05	8,000.00	5,218.95	34.8
001-2800-65060	OFFICE SUPPLIES	.00	104.35	500.00	395.65	20.9
	TOTAL AIRPORT	739.26	30,762.75	58,600.00	27,837.25	52.5
	TOTAL FUND EXPENDITURES	739.26	30,762.75	58,600.00	27,837.25	52.5
	NET REVENUE OVER EXPENDITURES	4,321.12	( 14,725.16)	( 2,500.00)	12,225.16	(589.0)



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 - SKY VALLEY AVIA		90.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		75.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		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 - BILL WALENCEUS		70.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		70.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		95.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
YTD Encumbrance	.00 YTD Actual	13,448.00- Total	13,448.00- YTD Budget	16,000.00- Unearned 2,552.00

<b>001-2800-43120 LAND RENT</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	36,000.00- Unearned 36,000.00

<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>				
AR	Payment Applied - Fuel - KYLE RICH-CROP CA		296.00-	
CR	FUEL SALES - MERCHANT BANKCD		960.40-	
	Description: FUEL SALES - MERCHANT BANKCD			
YTD Encumbrance	.00 YTD Actual	5,341.99- Total	5,341.99- YTD Budget	.00 Unearned 5,341.99-

<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

<b>001-2800-47990 MISC</b>				
CR	MISC - EXTRA SPACE - KYLE RICH-CROP CA		65.00-	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-47990 MISC (continued)</b>				
Description: MISC - EXTRA SPACE - KYLE RICH-CROP CARE AIR				
YTD Encumbrance	.00 YTD Actual	745.00- Total	745.00- YTD Budget	.00 Unearned 745.00-
<b>001-2800-60100 SALARY</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended 1,000.00
<b>001-2800-63100 BUILDING</b>				
YTD Encumbrance	.00 YTD Actual	5,429.54 Total	5,429.54 YTD Budget	5,000.00 Unexpended 429.54-
<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>				
AP	ARROW ENERGY, INC.		14,829.40	
	**Desc: JET A FUEL			
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	5,560.75 Total	5,560.75 YTD Budget	.00 Unexpended 5,560.75-
<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	583.10 Total	583.10 YTD Budget	1,000.00 Unexpended 416.90
<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC		110.33	

Item 3.

CITY OF OELWEIN

Detail Ledger - Airport Detail Reports

Page: 3

Period 01/25 (01/31/2025)

Feb 06, 2025 12:17PM

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-63810 UTILITIES (continued)</b>				
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	24.95		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00	YTD Actual 2,389.18	Total 2,389.18	YTD Budget 4,500.00 Unexpended 2,110.82
<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 - DEC 2024			
YTD Encumbrance	.00	YTD Actual 9,651.96	Total 9,651.96	YTD Budget 38,500.00 Unexpended 28,848.04
<b>001-2800-65041 EQUIPMENT</b>				
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>				
YTD Encumbrance	.00	YTD Actual 104.35	Total 104.35	YTD Budget 500.00 Unexpended 395.65
Number of transactions: 22	Number of accounts: 19	Debit	Credit	Proof
Grand Totals:		15,187.98	3,547.40-	11,640.58

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CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item 3.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	2,226.00	13,448.00	16,000.00	2,552.00	84.1
001-2800-43120	LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-45000	FUEL SALES	1,256.40	5,341.99	.00	( 5,341.99)	.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	65.00	745.00	.00	( 745.00)	.0
	<b>TOTAL AIRPORT</b>	<b>3,547.40</b>	<b>19,584.99</b>	<b>56,100.00</b>	<b>36,515.01</b>	<b>34.9</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,547.40</b>	<b>19,584.99</b>	<b>56,100.00</b>	<b>36,515.01</b>	<b>34.9</b>

CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item 3.

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	.00	5,429.54	5,000.00	( 429.54)	108.6
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	14,829.40	19,450.80	.00	( 19,450.80)	.0
001-2800-63314	LOW LEAD FUEL PURCHASED	.00	5,560.75	.00	( 5,560.75)	.0
001-2800-63730	COMMUNICATIONS	83.30	583.10	1,000.00	416.90	58.3
001-2800-63810	UTILITIES	135.28	2,389.18	4,500.00	2,110.82	53.1
001-2800-64950	CONTRACTS	140.00	9,651.96	38,500.00	28,848.04	25.1
001-2800-65041	EQUIPMENT	.00	2,781.05	8,000.00	5,218.95	34.8
001-2800-65060	OFFICE SUPPLIES	.00	104.35	500.00	395.65	20.9
	TOTAL AIRPORT	15,187.98	45,950.73	58,600.00	12,649.27	78.4
	TOTAL FUND EXPENDITURES	15,187.98	45,950.73	58,600.00	12,649.27	78.4
	NET REVENUE OVER EXPENDITURES	( 11,640.58)	( 26,365.74)	( 2,500.00)	23,865.74	(1054.