



## **Agenda**

### **Airport Board**

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

May 14, 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, Jeffrey Brackett

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#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) April Minutes.

#### **EXPENSE REVIEW**

- [2.](#) April Expenses.

#### **FBO REPORT**

#### **OLD BUSINESS**

3. Go over the details for the Young Eagles and RC event.

#### **NEW BUSINESS**

4. Water leaks from roofs in hangars.

#### **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

April 23, 2025 - 6:30 PM

## CALL TO ORDER

Woodraska called the meeting to order at 6:32PM.

## ROLL CALL

Present: Woodraska, Bagge, Schares, and Reinking, Council Liaison Ricchio (Via Phone)

Absent: Airport Assistant Manager Stewart

## APPROVAL OF MINUTES

### 1. March Minutes.

A motion to approve was made by Reinking and seconded by Bagge to approve the March minutes. All aye. Motion carried.

## EXPENSE REVIEW

### 2. March Expenses.

The board reviewed the current expenses. The annual rent payment for land was received at \$28,500 (down from last year due to a reduction in land area).

A motion to approve was made by Bagge and seconded by Schares to approve the March expenses. All aye. Motion carried.

## RECOGNITION OF THE ROYCE KING FAMILY

### 3. Recognition of the Royce King Family of the antique wooden propellers.

Two aviation propellers were donated by the Royce King family. The board agreed to send a thank-you note and pursue plaques for display. Tommy Stewart had mounted the propellers. Ricchio agreed to contact Dylan Mulfinger to arrange for plaques.

## FBO REPORT

Mike Wilhelms of Sky Valley Aviation wrote to the board that he would like to inform the board that Sky Valley Aviation has been busy with performing annuals and maintenance.

*The message was written prior to the meeting due to a foreseen absence from the meeting.*

## OLD BUSINESS

### 4. Airport Information Updates.

#### a) Airport Contact Info Update:

- Tommy Stewart updated FAA and DOT listings on April 10th. Changes were submitted but not yet reflected publicly.
- The board expects updates to be visible in the following month.

#### b) Food Truck Event Discussion:

- Iowa Falls reported past success with food truck events but canceled this year due to airport construction.

- Board discussed holding future events on non-conflicting days (e.g., Tuesdays).

**c) Runway Rolling Equipment:**

- Greg Bryan used a new tractor with suitable tires for field rolling. Concerns were raised about weld deterioration on the heavy roller.
- Tommy is aware of the issue and will assess the need for repair.

**d) Community Hangar Door Repairs:**

- Kyle Rich reported wind damage to the rear hangar doors. Tommy had previously indicated a plan to install three support brackets.
- Board encouraged Kyle to follow up with Tommy for resolution.

**NEW BUSINESS**

**1. Young Eagles Rally Planning (May 17, 2025):**

- Event to include:
  - Aircraft rides for youth.
  - RC plane demonstrations by local club.
  - Food trucks coordinated through the city.
- Dylan Mulfinger confirmed food vendors can attend with no setup fee since it is a city-sponsored event.
- The board discussed encouraging vendors to donate a portion of proceeds to the airport.
- Suggested vendors: Wildly Coyote, Big Dog (Jason Holland).
- Considerations:
  - Electricity needs vs. generators.
  - Placement of food trucks near hangars.
  - Barricades and orange fencing to ensure safe spectator areas.
  - Signage warning participants to avoid large meals prior to flights.
  - RC runway to be prepared with a 30x100 ft short-mowed area.
  - Use of picnic tables and promotion of "bring your own chair" policy.

**2. Publicity & Communications:**

- Discussion on creating a Facebook event page and linking promotional materials.
- Involve City and Chamber of Commerce in vendor outreach.
- Encourage video content and photographs from RC club for promotion.

**3. Contingency Planning:**

- Board discussed need for clear communication in the event of cancellation due to weather.
- Coordination with Young Eagles representative John Dutcher required.

**4. Unairworthy Aircraft:**

- Status of letter to Musketeer aircraft owner was unclear. Dylan to coordinate with Tommy regarding further steps.

- Board stressed importance of reclaiming space if aircraft is not made airworthy.

**5. Fuel Sales:**

- Informal report noted a pilot from Idaho stopped for fuel due to competitive pricing.
- The board observed fuel pricing continues to attract transient traffic.

**SCHEDULE NEXT MEETING DATE**

May 14, 2025 at 6:30 PM.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Reinking and seconded by Bagge. All aye. Motion carried.

## 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 - PAUL MARCOTTE		70.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		55.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		95.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
AR	Payment Applied - Hangars - KATHERINE McCa		5.00-	
AR	Payment Applied - Hangars - KATHERINE McCa		5.00-	
AR	Payment Applied - Hangars - KATHERINE McCa		55.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		225.00-	
AR	Payment Applied - Hangars - KATHERINE McCa		10.00-	
AR	Payment Applied - Hangars - TIM RECKER		75.00-	
AR	Payment Applied - Hangars - TIM RECKER		75.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		70.00-	
AR	Payment Applied - Hangars - TIM RECKER		75.00-	
YTD Encumbrance	.00 YTD Actual	19,930.00- Total	19,930.00- YTD Budget	16,000.00- Unearned 3,930.00-
<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 - OELWEIN AIRPORT		2,068.42-	
	Description: FUEL SALES - OELWEIN AIRPORT			
YTD Encumbrance	.00 YTD Actual	9,664.69- Total	9,664.69- YTD Budget	.00 Unearned 9,664.69-
<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>				
YTD Encumbrance	.00 YTD Actual	925.00- Total	925.00- YTD Budget	.00 Unearned 925.00-

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-60100 SALARY</b>				
PC	PAYROLL TRANS FOR 4/5/2025 PAY PERIOD	480.00		
PC	PAYROLL TRANS FOR 4/19/2025 PAY PERIOD	1,200.00		
YTD Encumbrance	.00 YTD Actual	1,680.00 Total	1,680.00 YTD Budget	1,000.00 Unexpended 680.00-
<b>001-2800-63100 BUILDING</b>				
AP	GRAINGER	87.36		
	**Desc: Toilet paper for airport			
YTD Encumbrance	.00 YTD Actual	7,194.87 Total	7,194.87 YTD Budget	5,000.00 Unexpended 2,194.87-
<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	833.00 Total	833.00 YTD Budget	1,000.00 Unexpended 167.00
<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC	312.11		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	91.09		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	3,666.46 Total	3,666.46 YTD Budget	4,500.00 Unexpended 833.54
<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		

Journal	Payee or Description		Debit Amount		Credit Amount		Balance		
001-2800-64950 CONTRACTS (continued)									
**Desc: MONTHLY AIRPORT CLEANING - MAR 2025									
YTD Encumbrance	.00	YTD Actual	10,106.96	Total	10,106.96	YTD Budget	38,500.00	Unexpended	28,393.04
001-2800-65041 EQUIPMENT									
AP	JOHN DEERE FINANCIAL F.S.B.				10.24				
**Desc: Hardware to hang propeller decorations									
AP	ELAN FINANCIAL SERVICES				146.32				
**Desc: Blades for airport mower									
AP	ELAN FINANCIAL SERVICES				55.84				
**Desc: Blades for airport mower									
AP	JOHN DEERE FINANCIAL F.S.B.				33.99				
**Desc: Tire for mower									
AP	JOHN DEERE FINANCIAL F.S.B.				8.99				
**Desc: Innertube for zero turn									
AP	JOHN DEERE FINANCIAL F.S.B.				88.73				
**Desc: Belt for batwing mower									
AP	ARNOLD MOTOR SUPPLY LLP				24.22				
**Desc: Belt and oil for zero turn									
AP	AVALON TIRE				192.00				
**Desc: Tires for zero turn									
AP	MODERN BUILDING PRODUCTS				7.99				
**Desc: Caulk for wall repair at airport wash bay									
AP	JOHN DEERE FINANCIAL F.S.B.				55.05				
**Desc: Blades for zero turn mower									
AP	MODERN BUILDING PRODUCTS				126.33				
**Desc: Wall repair airport wash bay									
YTD Encumbrance	.00	YTD Actual	3,530.75	Total	3,530.75	YTD Budget	8,000.00	Unexpended	4,469.25
001-2800-65060 OFFICE SUPPLIES									
AP	QUADIENT FINANCE USA INC				18.63				
**Desc: POSTAGE 1/31/2025--3/20/2025									
YTD Encumbrance	.00	YTD Actual	152.93	Total	152.93	YTD Budget	500.00	Unexpended	347.07
Number of transactions: 34    Number of accounts: 19									
			Debit		Credit		Proof		
Grand Totals:			3,162.19		3,533.42-		371.23-		

CITY OF OELWEIN  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	1,465.00	19,930.00	16,000.00	( 3,930.00)	124.6
001-2800-43120	LAND RENT	.00	28,500.00	36,000.00	7,500.00	79.2
001-2800-45000	FUEL SALES	2,068.42	9,664.69	.00	( 9,664.69)	.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	.00	925.00	.00	( 925.00)	.0
	<u>TOTAL AIRPORT</u>	<u>3,533.42</u>	<u>59,069.69</u>	<u>56,100.00</u>	<u>( 2,969.69)</u>	<u>105.3</u>
	 <u>TOTAL FUND REVENUE</u>	 <u>3,533.42</u>	 <u>59,069.69</u>	 <u>56,100.00</u>	 <u>( 2,969.69)</u>	 <u>105.3</u>



CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	AIRPORT					
001-2800-60100	SALARY	1,680.00	1,680.00	1,000.00	( 680.00)	168.0
001-2800-63100	BUILDING	87.36	7,194.87	5,000.00	( 2,194.87)	143.9
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	833.00	1,000.00	167.00	83.3
001-2800-63810	UTILITIES	403.20	3,666.46	4,500.00	833.54	81.5
001-2800-64950	CONTRACTS	140.00	10,106.96	38,500.00	28,393.04	26.3
001-2800-65041	EQUIPMENT	749.70	3,530.75	8,000.00	4,469.25	44.1
001-2800-65060	OFFICE SUPPLIES	18.63	152.93	500.00	347.07	30.6
	TOTAL AIRPORT	3,162.19	61,040.29	58,600.00	( 2,440.29)	104.2
	TOTAL FUND EXPENDITURES	3,162.19	61,040.29	58,600.00	( 2,440.29)	104.2
	NET REVENUE OVER EXPENDITURES	371.23	( 1,970.60)	( 2,500.00)	( 529.40)	( 78.8)