



Agenda

Airport Board

20 Second Avenue SW, Oelwein

6:30 PM

March 17, 2022

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Consideration of a motion to approve the minutes of the January 20, 2022 minutes.

EXPENSE REVIEW

- [2.](#) Review of Revenue and Expense Reports

FBO REPORT

OLD BUSINESS

3. Discussion with David Hughes of AECOM Airport's Capital Improvement Plan

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



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

January 20, 2022 - 6:30 PM

CALL TO ORDER

Meeting called to order at 6:40 on January 20, 2022

ROLL CALL

Bryan, Woodreska, Nations, Bagge, Tuchscherer Stewart, Mulfinger

APPROVAL OF MINUTES

1. Consideration of a motion to approve the minutes of the November 18, 2021 minutes

A motion was made by Woodreska, seconded by Tuchscherer to adopt the November 18, 2021 minutes as presented. All voted aye.

Motion carried.

EXPENSE REVIEW

2. Review of Revenue and Expense Reports

FBO REPORT

The FBO reported on the following budget request:

Looking at updating well and putting in a larger pump that is deeper. No records of the well being put in, suggesting the age of the well. The conversation was that the well was unable to keep up with the usage and is wondering if it is cost effective for the crop sprayers. Which lead into a conversation of how to promote the crop spraying industry. A conversation of the safety of the water was also had.

New tractor for snow removal, taxi way for west hangers to new taxi way, 1836 extension,

Fuel tank replacement, new pump

Light replacement near windsock, talk to contractor – Tegeler mention he would talk to the contractor

OLD BUSINESS

3. Fuel System

A conversation took place on the need for cards for those who had hangers rented, or if using a credit card is the most effective. A suggestion was made that if an individual was renting a hanger, they would get cheaper fuel rates. A conversation was had about lowering fuel rates to make the Oelwein Airport more attractive. Further discussion to come as more information becomes available.

4. Pavement Reconditioning Project

Confirmation of the AECOM contract was made they will be a 5-year contract. The engineer will be David Hughes. Looking to have Hughes be at the March meeting.

NEW BUSINESS

5. Discussion on a request by Kyle Rich, Crop Care by Air to place a Portable Office Building at the Oelwein Municipal Airport

16x48 building they plan to have in March in order to have off to the north of the community building and west of the hangers.

Motion was made by Tuchscherer, seconded Nations to approve the location of the building, north of the community building, west of the hangers. All voted aye. Motion carried.

SCHEDULE NEXT MEETING DATE: March 17, 2022

ADJOURNMENT:

Motion made by Bagge, seconded by Nations to adjourn at 7:45PM

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				
	12/31/2021 (12/21) Balance			10,143.00-
AR	Payment Applied - Hangars - THERESA BREITB		90.00-	
AR	Payment Applied - Hangars - MICHAEL WILHEL		65.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - THERESA BREITB		450.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
YTD Encumbrance	.00 YTD Actual	10,878.00- Total	10,878.00- YTD Budget	16,000.00- Unearned 5,122.00
001-2800-43120 LAND RENT				
	12/31/2021 (12/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	30,000.00- Unearned 30,000.00
001-2800-47053 COURTESY CAR DONATIONS				
	12/31/2021 (12/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00
001-2800-47100 ELECTRICAL REIMBURSEMENT				
	12/31/2021 (12/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-47130 JET A/100LL FUEL REIMBURSEMENT				
	12/31/2021 (12/21) Balance			3,400.01-
YTD Encumbrance	.00 YTD Actual	3,400.01- Total	3,400.01- YTD Budget	4,500.00- Unearned 1,099.99
001-2800-47990 MISC				
	12/31/2021 (12/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-60100 SALARY				
	12/31/2021 (12/21) Balance			121.42
YTD Encumbrance	.00 YTD Actual	121.42 Total	121.42 YTD Budget	500.00 Unearned 378.58-
001-2800-63100 BUILDING				
	12/31/2021 (12/21) Balance			13,198.39

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
AP	MULGREW OIL CO	666.18		
	**Desc: LP GAS AIRPORT			
AP	CITY LAUNDERING CO	40.00		
	**Desc: WHITE MULTIFOLD - 1 CASE			
YTD Encumbrance	.00 YTD Actual	13,904.57 Total	13,904.57 YTD Budget	2,500.00 Unearned 11,404.57

001-2800-63310 VEHICLE

	12/31/2021 (12/21) Balance			138.47
YTD Encumbrance	.00 YTD Actual	138.47 Total	138.47 YTD Budget	1,500.00 Unearned 1,361.53-

001-2800-63730 COMMUNICATIONS

	12/31/2021 (12/21) Balance			454.38
AP	COMMUNITY DIGITAL WIRELESS LLC	43.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	31.59		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	529.92 Total	529.92 YTD Budget	1,000.00 Unearned 470.08-

001-2800-63810 UTILITIES

	12/31/2021 (12/21) Balance			1,900.38
AP	EAGLE POINT ENERGY 5 LLC	143.53		
	**Desc: ELECTRIC SERVICE			
AP	BLACKHAWK WASTE DISPOSAL CO INC	28.00		
	**Desc: GARBAGE PICKUP			
AP	ALLIANT ENERGY	20.38		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	2,092.29 Total	2,092.29 YTD Budget	5,500.00 Unearned 3,407.71-

001-2800-64950 CONTRACTS

	12/31/2021 (12/21) Balance			17,646.00
AP	TEGELER AVIATION LLC	2,941.00		
	**Desc: JANUARY FBO FEE			
YTD Encumbrance	.00 YTD Actual	20,587.00 Total	20,587.00 YTD Budget	35,700.00 Unearned 15,113.00-

001-2800-65041 EQUIPMENT

	12/31/2021 (12/21) Balance			2,605.78
YTD Encumbrance	.00 YTD Actual	2,605.78 Total	2,605.78 YTD Budget	2,500.00 Unearned 105.78

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-65060 OFFICE SUPPLIES				
	12/31/2021 (12/21) Balance			182.28
AP	STOREY KENWORTHY CORP	24.75		
	**Desc: WINDOW ENVELOPES			
YTD Encumbrance	.00 YTD Actual	207.03 Total	207.03 YTD Budget	500.00 Unearned
				292.97-

Number of transactions: 14	Number of accounts: 14	Debit	Credit	Proof
Grand Totals:		3,939.38	735.00-	3,204.38

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"."001280065060"

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2022

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	735.00	10,878.00	16,000.00	5,122.00	68.0
001-2800-43120	LAND RENT	.00	.00	30,000.00	30,000.00	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	100.00	100.00	.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	3,400.01	4,500.00	1,099.99	75.6
	TOTAL AIRPORT	735.00	14,278.01	50,600.00	36,321.99	28.2
	TOTAL FUND REVENUE	735.00	14,278.01	50,600.00	36,321.99	28.2

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2022

Item 2.

GENERAL

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	121.42	500.00	378.58	24.3
001-2800-63100	BUILDING	706.18	13,904.57	2,500.00	(11,404.57)	556.2
001-2800-63310	VEHICLE	.00	138.47	1,500.00	1,361.53	9.2
001-2800-63730	COMMUNICATIONS	75.54	529.92	1,000.00	470.08	53.0
001-2800-63810	UTILITIES	191.91	2,092.29	5,500.00	3,407.71	38.0
001-2800-64950	CONTRACTS	2,941.00	20,587.00	35,700.00	15,113.00	57.7
001-2800-65041	EQUIPMENT	.00	2,605.78	2,500.00	(105.78)	104.2
001-2800-65060	OFFICE SUPPLIES	24.75	207.03	500.00	292.97	41.4
	TOTAL AIRPORT	<u>3,939.38</u>	<u>40,186.48</u>	<u>49,700.00</u>	<u>9,513.52</u>	<u>80.9</u>
	TOTAL FUND EXPENDITURES	<u>3,939.38</u>	<u>40,186.48</u>	<u>49,700.00</u>	<u>9,513.52</u>	<u>80.9</u>
	NET REVENUE OVER EXPENDITURES	<u>(3,204.38)</u>	<u>(25,908.47)</u>	<u>900.00</u>	<u>26,808.47</u>	<u>(2878.</u>