



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

November 15, 2023

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Board Members: Tom Stewart, Ken Woodraska, Tommy Nations, John Bagge, Renee Cantrell, Nathan Schares

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) October Minutes.

EXPENSE REVIEW

- [2.](#) October Expenses.

FBO REPORT

OLD BUSINESS

3. Fuel System Update.
4. Discussion and vote on budget recommendations.

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
20 Second Avenue SW, Oelwein
October 18, 2023 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:30 PM

ROLL CALL

Present: Woodraska, Bagge, Nations

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

Absent: Cantrell

Woodraska was presented with a letter from Bryan stating he resigned his position from the Airport Board on October 6, 2023.

APPROVAL OF MINUTES

1. September Minutes.

Bagge questioned whether or not the keypad was truly under warranty. Airport Assistant Manager Tommy Stewart it is, and installed and functional.

Bagge motions to approve the minutes. Nations seconded. All aye. Motion carried.

EXPENSE REVIEW

2. September Expense Review.

Nations motions to approve the expenses, Bagge seconded. All aye. Motion carried.

FBO REPORT

Tegler reported that things are getting done. The drain has been taken care of and the countertop has been installed. The community hangar is in process.

OLD BUSINESS

3. Community Hangar Progress.

Assistant Airport Manager Tommy Stewart reported that new brackets are being made, the goal is to get treated lumber for the lower half of the building and to get it sealed up, then they will grease the door to make it easier to open. Tegler expressed his goals for the building.

4. Fuel System Update.

Assistant Airport Manager Tommy Stewart reported that the keypad is functional. They are currently setting up accounts with transport companies, the credit card software items are still in the works.

5. Tractor/ Tire Discussion Continued.

Bagge feels the tractor is in good shape. Woodraska feels that when comparing the costs for the tractor to that of new tires, the tires are more advantageous. Bagge felt that with the current state of the budget, a purchase of tires right now would not be feasible. Tegler recognizes this, but would like to keep the board aware of the situation.

NEW BUSINESS

6. Budget Discussion.

Tegler presented his budget and explained his calculations. Assistant Airport Manager Tommy Stewart and Council Liaison Stewart explained the importance of the Capital Improvement Projects. Tegler suggested increasing the budget for building expenses. Woodraska suggested keeping it the same. Nations suggested upping it to \$5,500. Tegler decided to place it up to \$5,200. The board settled on allotting \$120 in the vehicle line. The board settled on placing \$1,100 in the communications line. Utilities was upped to \$4,700. The board placed 3% in the contracts line. In the equipment line, the board chose to \$8,500. Office supplies were voted to go up by \$50. Sealcoating the parking lot and hangar repair are the among the items the board is looking to see surplus money spent. Bagge suggested the tires be presented as a CIP item to Council.

The Board discussed their options regarding the newly vacant board seat.

SCHEDULE NEXT MEETING DATE

November 15, 2023 at 6:30PM

ADJOURNMENT

Nations motioned to adjourn the meeting at 7:35, 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
001-2800-43110 HANGAR RENT				
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 - TIM RECKER		70.00-	
AR	Payment Applied - Hangars - MICHAEL WILHEL		90.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		140.00-	
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-	
YTD Encumbrance	.00 YTD Actual	4,986.50- Total	4,986.50- YTD Budget	15,000.00- Unearned 10,013.50

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				
CR	MISC - EXTRA SPACE/HANGAR - KYLE RICH-		90.00-	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-47990 MISC (continued)				
	Description: MISC - EXTRA SPACE/HANGAR - KYLE RICH-CROP CARE AIR			
CR	EXTRA STORAGE - KYLE RICH-CROP CARE B		90.00-	
	Description: EXTRA STORAGE - KYLE RICH-CROP CARE BY AIR			
YTD Encumbrance	.00 YTD Actual	360.00- Total	360.00- YTD Budget	.00 Unearned 360.00-

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.		202.53	
	**Desc: BLACK TILE/COUPLER/BLACK TAPE/RODENT GUARD			
AP	MODERN BUILDING PRODUCTS		71.86	
	**Desc: CATCH BASIN/OUTLET/PLUG/GRATE			
AP	CULLIGAN WATER CONDITIONING		8.50	
	**Desc: DRINKING WATER BOTTLES			
AP	JOHN DEERE FINANCIAL F.S.B.		49.99	
	**Desc: GRASS SEED			
AP	CABINETS N COUNTERS		839.74	
	**Desc: COUNTERTOP AT AIRPORT			
YTD Encumbrance	.00 YTD Actual	3,448.68 Total	3,448.68 YTD Budget	5,000.00 Unexpended 1,551.32

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		32.07	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63730 COMMUNICATIONS (continued)				
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	343.15 Total	343.15 YTD Budget	1,000.00 Unexpended 656.85
001-2800-63810 UTILITIES				
AP	ALLIANT ENERGY	20.38		
	**Desc: ELECTRIC SERVICE			
AP	EAGLE POINT ENERGY 5 LLC	266.24		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	19.07		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	1,385.84 Total	1,385.84 YTD Budget	4,500.00 Unexpended 3,114.16
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		
	**Desc: OCTOBER FBO FEE			
YTD Encumbrance	.00 YTD Actual	12,239.24 Total	12,239.24 YTD Budget	38,500.00 Unexpended 26,260.76
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				
AP	QUADIENT FINANCE USA INC	14.49		
	**Desc: POSTAGE 6/29/2023--8/30/2023			
YTD Encumbrance	.00 YTD Actual	380.09 Total	380.09 YTD Budget	500.00 Unexpended 119.91
Number of transactions: 28	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		4,638.63	1,497.00-	3,141.63

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	1,317.00	4,986.50	15,000.00	10,013.50	33.2
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	180.00	360.00	.00	(360.00)	.0
	TOTAL AIRPORT	1,497.00	7,101.50	51,600.00	44,498.50	13.8
	TOTAL FUND REVENUE	1,497.00	7,101.50	51,600.00	44,498.50	13.8

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,172.62	3,448.68	5,000.00	1,551.32	69.0
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	86.02	343.15	1,000.00	656.85	34.3
001-2800-63810	UTILITIES	305.69	1,385.84	4,500.00	3,114.16	30.8
001-2800-64950	CONTRACTS	3,059.81	12,239.24	38,500.00	26,260.76	31.8
001-2800-65041	EQUIPMENT	.00	769.21	8,000.00	7,230.79	9.6
001-2800-65060	OFFICE SUPPLIES	14.49	380.09	500.00	119.91	76.0
	TOTAL AIRPORT	4,638.63	18,566.21	58,600.00	40,033.79	31.7
	TOTAL FUND EXPENDITURES	4,638.63	18,566.21	58,600.00	40,033.79	31.7
	NET REVENUE OVER EXPENDITURES	(3,141.63)	(11,464.71)	(7,000.00)	4,464.71	(163.8)