



## **Agenda**

### **Airport Board**

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

September 20, 2023

Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Lynda Payne

**Board Members:** Tom Stewart, Greg Bryan, Ken Woodraska, Tommy Nations, John Bagge, Renee Cantrell

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#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) Approval of August minutes.

#### **EXPENSE REVIEW**

- [2.](#) August Expenses.

#### **FBO REPORT**

#### **OLD BUSINESS**

3. Security/Hangar update.
4. Fuel system update.
5. Kitchen counter update.
6. Tractor tire/New tractor conversation.

#### **NEW BUSINESS**

#### **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

August 23, 2023 - 6:30 PM

## CALL TO ORDER

Woodraska called the meeting to order at 6:28PM.

## ROLL CALL

**Present:** Bryan, Woodraska, Nations, Bagge

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

## APPROVAL OF MINUTES

1. July Minutes.

Bagge made a motion to approve the minutes, second by Nations. All aye. Motion carried.

## EXPENSE REVIEW

2. June Expenses.
3. July Expenses.

Bryan made a motion to approve the June and July expenses, second by Bagge. All aye. Motion carried.

## FBO REPORT

FBO Tegler reported that crop dusting is done, smaller season than usual. Only 1 hanger is open, John Walter rented 2 of the three open spaces. Tegler reported they have received a new infrared furnace installed for the back room. The drain project is anticipated for November.

## OLD BUSINESS

4. Security camera update.

Mulfinger instructed Assistant Airport Manager Stewart with direction as to looking into the cameras being installed by the city or an outside vender, he also provided a bid for 8 outdoor and 4 indoor cameras. Mulfinger provided direction to Woodraska stating, "You do have money to spend this year, you will just need to provide direction to city council on your top priority." Woodraska noted that if the cameras were top priority than would then cause the hangar project to go lower on the list. A conversation regarding the replacement of the tractor then ensued. One build would be wireless on each side, the rest would be wired in. Assistant Airport Manager Stewart felt the hangar would likely be funded through a later project. Assistant Airport Manager Stewart would follow up with Mulfinger on funding for the cameras and hangers. Item was tabled.

5. Fuel system update.

Tegler reported the credit card keypad on the machine is bad, and the replacement is \$1,400 and is out of warranty. Bagge feels that since the system wasn't up and running the costs on the keypad shouldn't be assessed to the airport and would like to see that cost negotiated.

6. Kitchen counter update.

The countertop project is in its early stages, Public Works taking on the project.

**NEW BUSINESS**

Bagge spoke with Johnathon Walters regarding providing flight instructions.

**SCHEDULE NEXT MEETING DATE**

September 20, 2023 at 6:30

**ADJOURNMENT**

Bryan motioned to adjourn, 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 - RANDY ALTHOUS		70.00-	
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 - MICHAEL WILHEL		90.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		280.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		70.00-	
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 - MICHAEL WILHEL		90.00-	
AR	Payment Applied - Hangars - JONATHAN WALT		32.50-	
AR	Payment Applied - Hangars - JONATHAN WALT		65.00-	
AR	Payment Applied - Hangars - JONATHAN WALT		65.00-	
AR	Payment Applied - Hangars - JOHN BAGGE		280.00-	
YTD Encumbrance	.00 YTD Actual	3,084.50- Total	3,084.50- YTD Budget	15,000.00- Unearned 11,915.50

<b>001-2800-43120 LAND RENT</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	32,000.00- Unearned 32,000.00

<b>001-2800-44410 GRANTS (FEDERAL)</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00

<b>001-2800-47053 COURTESY CAR DONATIONS</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00

<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>				
CR	JET A/100LL FUEL REIMBURSEMENT - TEGEL		1,755.00-	

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
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**001-2800-47130 JET A/100LL FUEL REIMBURSEMENT (continued)**

Description: JET A/100LL FUEL REIMBURSEMENT - TEGELER AVIATION

YTD Encumbrance	.00	YTD Actual	1,755.00-	Total	1,755.00-	YTD Budget	4,500.00-	Unearned	2,745.00
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**001-2800-47990 MISC**

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

Description: MISC- EXTRA HANGAR/SPACE - KYLE RICH-CROP CARE AIR

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

Description: MISC - EXTRA HANGAR/SPACE - KYLE RICH-CROP CARE AIR

YTD Encumbrance	.00	YTD Actual	180.00-	Total	180.00-	YTD Budget	.00	Unearned	180.00-
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**001-2800-60100 SALARY**

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	1,000.00	Unexpended	1,000.00
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**001-2800-63100 BUILDING**

AP CULLIGAN WATER CONDITIONING 15.00

\*\*Desc: DRINKING WATER BOTTLES

AP JOHN DEERE FINANCIAL F.S.B. 36.05

\*\*Desc: CURTAIN ROD/SOFTENER SALT

AP DICKS PETROLEUM CO 209.65

\*\*Desc: SERVICE CALL - FUEL SYSTEM

AP GRAINGER 1,419.36

\*\*Desc: GAS INFRD TUBE HEATER

YTD Encumbrance	.00	YTD Actual	1,878.44	Total	1,878.44	YTD Budget	5,000.00	Unexpended	3,121.56
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**001-2800-63310 VEHICLE**

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	100.00	Unexpended	100.00
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**001-2800-63730 COMMUNICATIONS**

AP COMMUNITY DIGITAL WIRELESS LLC 53.95

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-63730 COMMUNICATIONS (continued)</b>				
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	31.76		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	171.42 Total	171.42 YTD Budget	1,000.00 Unexpended 828.58

<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC	366.72		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	20.38		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	728.74 Total	728.74 YTD Budget	4,500.00 Unexpended 3,771.26

<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	TEGELER AVIATION LLC	2,999.83		
	**Desc: AUGUST FBO FEE			
YTD Encumbrance	.00 YTD Actual	5,999.66 Total	5,999.66 YTD Budget	38,500.00 Unexpended 32,500.34

<b>001-2800-65041 EQUIPMENT</b>				
AP	MULGREW OIL CO	769.21		
	**Desc: DIESEL FUEL - AIRPORT			
YTD Encumbrance	.00 YTD Actual	769.21 Total	769.21 YTD Budget	8,000.00 Unexpended 7,230.79

<b>001-2800-65060 OFFICE SUPPLIES</b>				
AP	QUADIENT FINANCE USA INC	15.60		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-65060 OFFICE SUPPLIES (continued)</b>				
	**Desc: POSTAGE 5/2/2023--6/29/2023			
AP	IA DEPT OF NATURAL RESOURCES	350.00		
	**Desc: 3 YR PERMIT FEE-AIRPORT 3 YRS			
YTD Encumbrance	.00 YTD Actual	365.60 Total	365.60 YTD Budget	500.00 Unexpended 134.40

Number of transactions: 36	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		6,287.51	3,979.50-	2,308.01

CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	2,044.50	3,084.50	15,000.00	11,915.50	20.6
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	1,755.00	1,755.00	4,500.00	2,745.00	39.0
001-2800-47990	MISC	180.00	180.00	.00	( 180.00)	.0
	<b>TOTAL AIRPORT</b>	<b>3,979.50</b>	<b>5,019.50</b>	<b>51,600.00</b>	<b>46,580.50</b>	<b>9.7</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,979.50</b>	<b>5,019.50</b>	<b>51,600.00</b>	<b>46,580.50</b>	<b>9.7</b>



CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 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	1,680.06	1,878.44	5,000.00	3,121.56	37.6
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	85.71	171.42	1,000.00	828.58	17.1
001-2800-63810	UTILITIES	387.10	728.74	4,500.00	3,771.26	16.2
001-2800-64950	CONTRACTS	2,999.83	5,999.66	38,500.00	32,500.34	15.6
001-2800-65041	EQUIPMENT	769.21	769.21	8,000.00	7,230.79	9.6
001-2800-65060	OFFICE SUPPLIES	365.60	365.60	500.00	134.40	73.1
	TOTAL AIRPORT	6,287.51	9,913.07	58,600.00	48,686.93	16.9
	TOTAL FUND EXPENDITURES	6,287.51	9,913.07	58,600.00	48,686.93	16.9
	NET REVENUE OVER EXPENDITURES	( 2,308.01)	( 4,893.57)	( 7,000.00)	( 2,106.43)	( 69.9)