



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

November 12, 2025

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

Board Members: Anthony Ricchio, Ken Woodraska, John Bagge, Nathan Schares, Tony Reinking, Jeffery Brackett

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) October Minutes.

EXPENSE REVIEW

- [2.](#) October Expenses.

FBO REPORT

OLD BUSINESS

NEW BUSINESS

3. Consideration of a motion appointing a new chair/joint chair.
4. Discussion with David Hughes on Airport CIP projects.
5. Discussion on the airport budget.

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

September 30, 2025 - 6:30 PM

CALL TO ORDER

The meeting was called to order at 6:34 PM.

ROLL CALL

Present: Woodraska, Schares, Reinking, Brackett, Bagge, Mulfinger, Ricchio

Absent: NA

APPROVAL OF MINUTES

- September Minutes.
Minutes from the previous meeting were reviewed. A motion to approve was made by Schares and seconded by Brackett. Motion carried unanimously.

EXPENSE REVIEW

Monthly expenses were reviewed and accepted without issue. A motion to approve expenses was made by Ranking and seconded by Brackett. Motion passed unanimously.

FBO REPORT

- Mike Wilhelm was absent but had three aircraft inspections underway.
- He reported increased traffic, with recent visits by aircraft from Minnesota and Wisconsin.
- The board expressed appreciation for his efforts and highlighted increased transient fuel sales.

OLD BUSINESS

- Terminal Cleaning Issues
Discussion of recent complaints about cleaning quality.
Noted a shift in duties to the public works department and plans to increase cleaning frequency to once a week.
Board agreed to continue monitoring and possibly revisit contracting services.
- Fuel System Functionality
No major issues recently. A sign was added reminding users to insert their card again to obtain a receipt.
Emphasis on documenting and communicating any outages promptly.
- FBO and Fuel Pricing Listings
Prices remain competitive, and updating listings on SkyVector, AirNav, and 100LL.com was discussed.
Access to update AirNav and ForeFlight is being pursued.
- Hangar Door Repairs
A tenant reported alignment issues; Tommy was notified.
Suggestion to secure the gap with foam insulation as a temporary fix.

- Hangar Waitlist Management

Clarified that the city office manages the list; concerns raised over waitlist visibility.

Board will encourage pilots to follow up and keep interest documented.

- Weed Control Around Hangars

Noted increased vegetation growth; city requested to revisit spraying.

- Snow Equipment Bid and Lighting Project

Bid for snow removal equipment was received and accepted.

Vault lighting project is complete; one light pole still needs removal.

NEW BUSINESS

- Grass Seeding and Terminal Exterior

Terminal front was leveled and seeded after vault work.

City crew to water the area and monitor growth.

- Food Truck Fly-In Planning

Discussion of fall or spring event featuring food trucks.

Board to coordinate with Dylan regarding scheduling and marketing.

- Tractor & Equipment Management

New tractor arrived; board pleased with quality.

Trailer and roller maintenance briefly discussed.

- FBO Lease Discussion

Current lease ends in October. Board recommends a one-year renewal.

Suggested clarification of term and rate details with city staff.

- Security Gate Operations

Issue reported with gate not closing automatically.

Public works to inspect and reset controller.

SCHEDULE NEXT MEETING DATE

- Next meeting is scheduled for November 12, 2025, at 6:30 PM.

ADJOURNMENT

A motion to adjourn was made by Reinking and seconded by Schares. Motion carried. The meeting adjourned at 7:14 PM.

CITY OF OELWEIN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	1,180.00	7,763.00	16,000.00	8,237.00	48.5
001-2800-43120	LAND RENT	.00	.00	32,775.00	32,775.00	.0
001-2800-45000	FUEL SALES	7,810.39	113,583.79	15,000.00	(98,583.79)	757.2
001-2800-47053	COURTESY CAR DONATIONS	.00	37.30	100.00	62.70	37.3
001-2800-47990	MISC	.00	270.00	.00	(270.00)	.0
	TOTAL AIRPORT	8,990.39	121,654.09	63,875.00	(57,779.09)	190.5
	TOTAL FUND REVENUE	8,990.39	121,654.09	63,875.00	(57,779.09)	190.5

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>AIRPORT</u>					
001-2800-60100	SALARY	.00	6,183.75	15,000.00	8,816.25	41.2
001-2800-63100	BUILDING	1,952.83	2,600.98	7,000.00	4,399.02	37.2
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63313	JET FUEL PURCHASED	.00	67,254.46	8,000.00	(59,254.46)	840.7
001-2800-63314	LOW LEAD FUEL PURCHASED	.00	27,683.80	7,000.00	(20,683.80)	395.5
001-2800-63730	COMMUNICATIONS	136.47	644.64	11,000.00	10,355.36	5.9
001-2800-63810	UTILITIES	340.88	1,430.03	3,500.00	2,069.97	40.9
001-2800-64950	CONTRACTS	140.00	560.00	8,000.00	7,440.00	7.0
001-2800-65041	EQUIPMENT	.00	1,965.76	8,000.00	6,034.24	24.6
001-2800-65060	OFFICE SUPPLIES	19.98	32.45	500.00	467.55	6.5
	TOTAL AIRPORT	2,590.16	108,355.87	68,100.00	(40,255.87)	159.1
	TOTAL FUND EXPENDITURES	2,590.16	108,355.87	68,100.00	(40,255.87)	159.1
	NET REVENUE OVER EXPENDITURES	6,400.23	13,298.22	(4,225.00)	(17,523.22)	314.8

CITY OF OELWEIN

Detail Ledger - Airport Detail Reports

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Period 10/25 (10/31/2025)

Nov 10, 2025 3:39PM

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 - SKY VALLEY AVIA		70.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		95.00-	
AR	Payment Applied - Hangars - SKY VALLEY AVIA		650.00-	
AR	Payment Applied - Hangars - KATHERINE McCa		70.00-	
AR	Payment Applied - Hangars - BILL WALENCEUS		70.00-	
AR	Payment Applied - Hangars - KATHERINE McCa		5.00-	
AR	Payment Applied - Hangars - JESSE HAHN		70.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		75.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		75.00-	
YTD Encumbrance	.00 YTD Actual	7,763.00- Total	7,763.00- YTD Budget	16,000.00- Unearned 8,237.00
001-2800-43120 LAND RENT				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	32,775.00- Unearned 32,775.00
001-2800-44410 GRANTS (FEDERAL)				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-45000 FUEL SALES				
CR	FUEL SALES - MERCHANT BANK		7,810.39-	
	Description: FUEL SALES - MERCHANT BANK			
YTD Encumbrance	.00 YTD Actual	113,583.79- Total	113,583.79- YTD Budget	15,000.00- Unearned 98,583.79-
001-2800-47053 COURTESY CAR DONATIONS				
YTD Encumbrance	.00 YTD Actual	37.30- Total	37.30- YTD Budget	100.00- Unearned 62.70
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	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-47990 MISC				
YTD Encumbrance	.00 YTD Actual	270.00- Total	270.00- YTD Budget	.00 Unearned 270.00-
001-2800-60100 SALARY				
YTD Encumbrance	.00 YTD Actual	6,183.75 Total	6,183.75 YTD Budget	15,000.00 Unexpended 8,816.25

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63100 BUILDING				
AP	ELAN FINANCIAL SERVICES	395.80		
	**Desc: Photo eyes for hangar doors			
AP	JOHN DEERE FINANCIAL F.S.B.	54.80		
	**Desc: Chain and hooks for hanging heater in mechanics hangar			
AP	JOHN DEERE FINANCIAL F.S.B.	39.54		
	**Desc: Hardware for hanging heater			
AP	ELAN FINANCIAL SERVICES	53.45		
	**Desc: Garage door trolley for wash bay			
AP	HAWKEYE FIRE & SAFETY COMPANY	1,305.50		
	**Desc: ANNUAL FIRE EXT INSPECTION			
AP	ELAN FINANCIAL SERVICES	103.74		
	**Desc: Parts for door opener in storage bay of terminal building			
YTD Encumbrance	.00 YTD Actual	2,600.98 Total	2,600.98 YTD Budget	7,000.00 Unexpended 4,399.02
001-2800-63310 VEHICLE				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00 Unexpended 100.00
001-2800-63313 JET FUEL PURCHASED				
YTD Encumbrance	.00 YTD Actual	67,254.46 Total	67,254.46 YTD Budget	8,000.00 Unexpended 59,254.46-
001-2800-63314 LOW LEAD FUEL PURCHASED				
YTD Encumbrance	.00 YTD Actual	27,683.80 Total	27,683.80 YTD Budget	7,000.00 Unexpended 20,683.80-
001-2800-63730 COMMUNICATIONS				
AP	COMMUNITY DIGITAL WIRELESS LLC	53.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	82.52		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	644.64 Total	644.64 YTD Budget	11,000.00 Unexpended 10,355.36
001-2800-63810 UTILITIES				
AP	EAGLE POINT ENERGY 5 LLC	316.68		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63810 UTILITIES (continued)				
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	24.20		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	1,430.03 Total	1,430.03 YTD Budget	3,500.00 Unexpended 2,069.97
001-2800-64915 REFUNDS				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
001-2800-64950 CONTRACTS				
AP	HORAN CLEANING LLC	140.00		
	**Desc: MONTHLY AIRPORT CLEANING - SEPTEMBER 2025			
YTD Encumbrance	.00 YTD Actual	560.00 Total	560.00 YTD Budget	8,000.00 Unexpended 7,440.00
001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	1,965.76 Total	1,965.76 YTD Budget	8,000.00 Unexpended 6,034.24
001-2800-65060 OFFICE SUPPLIES				
AP	QUADIENT FINANCE USA INC	19.98		
	**Desc: POSTAGE 7/16/2025--9/16/2025			
YTD Encumbrance	.00 YTD Actual	32.45 Total	32.45 YTD Budget	500.00 Unexpended 467.55
Number of transactions: 22		Number of accounts: 19		
		Debit	Credit	Proof
Grand Totals:		2,590.16	8,990.39-	6,400.23-