



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

June 28, 2023
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Board Members: Tom Stewart, Greg Bryan, Ken Woodraska, Tommy Nations, John Bagge, Jim Tuchscherer

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. May Minutes.

EXPENSE REVIEW

2. May Expenses.

FBO REPORT

OLD BUSINESS

3. Discussion on the Airport Board Procedures.
4. Fuel System Update.
5. Security Camera Update.

NEW BUSINESS

6. Consideration of a motion to include credit card fees in the posted price of fuel.

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

May 17, 2023 - 6:30 PM

CALL TO ORDER

Chair Gregg Bryan called the meeting to order at 6:30 PM.

ROLL CALL

Present: Bryan, Woodraska, Nations, Tuchscherer, Bagge, Councilman Stewart

Absent: NA

Also Present: City Administrator Mulfinger, FBO George Tegeler, Councilman Garrigus, Councilman Lenz, Kyle and Melody Rich

1. Public Comment - Three minutes will be given to anyone desiring to address the Board.

Bryan opened the floor to public comments. None were received.

APPROVAL OF MINUTES

2. April Minutes.

A motion was made by Tuchscherer, second by Bagge to approve the minutes. All aye. Motion Carried.

EXPENSE REVIEW

3. April Expenses.

FBO REPORT

Contractors were at the airport to finish the crack sealing project and have painted. The final inspection was scheduled. Tegeler reported that the siding of the building was coming loose in places and he had to reattach it with liquid nails, and screws. The waterways on the west side have had some work done and to the south has been repaired.. A tile has been reconnected and cleared to help with some water flow. Bagge questioned how the siding was put on originally. Tegeler stated he believed it was roofing nails and in the places it was coming loose the spacing was larger than the nail head and it is slipping over them. Bryan asked if there was moisture damage. Tegeler stated he didn't believe so. Bryan stated he would check with the supplier because he didn't feel the siding was old enough to be having issues.

OLD BUSINESS

4. Security Cameras

Mulfinger reported the city can put up cameras where they see fit. Tegler is able to place cameras in his own areas as well. Bryan desired cameras in the hangers with electricity, especially in the east and west hanger.

5. East Ramp Drainage Project.

Bryan recapped the board's decision on being involved in the project. Mulfinger stated Public Works is looking into the issues.

Bagge had received an estimate from Freeman Helmuth Construction in the amount of \$4,480 on a community hanger repair.

NEW BUSINESS

6. Election of Board Chairman.

Bryan had stated he would like to resign as Chairman.

Mulfinger stated they need to elect a vice chair.

Nations motioned to nominate Woodraska. Bryan seconded.

Woodraska motioned to nominate Bagge. Failed to receive a seconded.

All aye in favor of Woodraska as chair.

Bryan opened the floor for nominations of vice chair.

Bryan nominated Bagge, nations seconded. All aye.

7. Board Meeting Procedures.

Woodraska had raised concerns about the procedures of the board. He requested guidance from Mulfinger. Mulfinger stated that a board can set their own procedures, they should be consistent, and the most efficient to make decisions. Woodraska remarked he appreciated when the board brings an item up, they chat about it and then vote at the following meeting.

Mulfinger recommended having the board give city staff direction for how they would like their meeting ran and he would create the verbiage to be voted on during the next board meeting.

Tuchscherer motioned to direct staff to draft proceeded, second Bagge. All aye. Motion carried.

8. Discussion on Sec. 6-101. - Qualifications of board members.

Bryan stated he feels the board shouldn't choose its members. He then reviewed the qualifications to be on the board. Bryan disapproved of the Mayor's suggestion to only allow those affiliated with the airport to be on the board.

Mulfinger stated that with two terms up in June, a board member from Oelwein would need to be found.

SCHEDULE NEXT MEETING DATE

June 28th at 6:30PM

ADJOURNMENT

Nations motioned to adjourn the meeting at 7:18PM, seconded by Nations. All aye. Motion carried.

679570

Freeman Helmuth Const

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE
	Estimate Only	May-15-23
NAME Oelwein Airport.		
ADDRESS		
CITY, STATE, ZIP Oelwein IA		
SOLD BY	CASH	C.O.D.
CHARGE	ON. ACCT.	MDSE. RETD.
PAID OUT		

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Labor To repair		
2	Building.	\$1,850	
3	3 New post on North End		
4	Post Brackets and Bolts	\$1,950	
5	screws and Nuts	\$200	
6	Replace bad boards		
7	on the out side of		
8	The building, on the		
9	Bottom		
10	Approx 160' at (\$3) per Foot		
11	Thank You	\$4,480	
12			
13	Freeman Helmuth Const.		
14	1635 120 th St		
15	Hazelton, IA 50641		
16			
17	319-238-1662		
18			

RECEIVED BY

A-5005
T-46320/48350

KEEP THIS SLIP FOR REFERENCE

01-11

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	1,296.00	14,972.00	16,000.00	1,028.00	93.6
001-2800-43120	LAND RENT	.00	36,225.00	32,000.00	(4,225.00)	113.2
001-2800-44410	GRANTS (FEDERAL)	45,000.00	45,000.00	.00	(45,000.00)	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	128.08	100.00	(28.08)	128.1
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	3,121.80	4,500.00	1,378.20	69.4
001-2800-47990	MISC	(44,910.00)	270.00	.00	(270.00)	.0
	TOTAL AIRPORT	1,386.00	99,716.88	52,600.00	(47,116.88)	189.6
	TOTAL FUND REVENUE	1,386.00	99,716.88	52,600.00	(47,116.88)	189.6

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	519.53	500.00	(19.53)	103.9
001-2800-63100	BUILDING	5,629.98	36,562.06	3,000.00	(33,562.06)	1218.7
001-2800-63310	VEHICLE	.00	281.90	1,500.00	1,218.10	18.8
001-2800-63730	COMMUNICATIONS	85.89	996.96	1,000.00	3.04	99.7
001-2800-63810	UTILITIES	79.94	3,700.52	5,500.00	1,799.48	67.3
001-2800-64915	REFUNDS	.00	195.00	.00	(195.00)	.0
001-2800-64950	CONTRACTS	2,999.83	36,030.58	36,414.00	383.42	99.0
001-2800-65041	EQUIPMENT	.00	2,915.29	2,500.00	(415.29)	116.6
001-2800-65060	OFFICE SUPPLIES	.00	109.88	500.00	390.12	22.0
	TOTAL AIRPORT	8,795.64	81,311.72	50,914.00	(30,397.72)	159.7
	TOTAL FUND EXPENDITURES	8,795.64	81,311.72	50,914.00	(30,397.72)	159.7
	NET REVENUE OVER EXPENDITURES	(7,409.64)	18,405.16	1,686.00	(16,719.16)	1091.7

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 - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - MICHAEL WILHEL		65.00-	
AR	Payment Applied - Hangars - GREG BRYAN		90.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		70.00-	
AR	Payment Applied - Hangars - GREG BRYAN		450.00-	
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		70.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		155.00-	

YTD Encumbrance	.00	YTD Actual	14,972.00-	Total	14,972.00-	YTD Budget	16,000.00-	Unearned	1,028.00
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001-2800-43120 LAND RENT

YTD Encumbrance	.00	YTD Actual	36,225.00-	Total	36,225.00-	YTD Budget	32,000.00-	Unearned	4,225.00-
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001-2800-44410 GRANTS (FEDERAL)

JE	ADJ ENTRY MISC TO GRANT 9/2 ACRGP 3190		13,000.00-		
JE	ADJ ENTRY MISC TO GRANT 9/6 RSCUE GRN		32,000.00-		

YTD Encumbrance	.00	YTD Actual	45,000.00-	Total	45,000.00-	YTD Budget	.00	Unearned	45,000.00-
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001-2800-47053 COURTESY CAR DONATIONS

YTD Encumbrance	.00	YTD Actual	128.08-	Total	128.08-	YTD Budget	100.00-	Unearned	28.08-
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001-2800-47100 ELECTRICAL REIMBURSEMENT

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unearned	.00
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001-2800-47130 JET A/100LL FUEL REIMBURSEMENT

YTD Encumbrance	.00	YTD Actual	3,121.80-	Total	3,121.80-	YTD Budget	4,500.00-	Unearned	1,378.20
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001-2800-47990 MISC

CR	MISC - EXTRA HANGAR/SPACE RENT - KYLE		90.00-		
	Description: MISC - EXTRA HANGAR/SPACE RENT - KYLE RICH-CROP CARE AIR				
JE	ADJ ENTRY MISC TO GRANT 9/2 ACRGP 3190		13,000.00		
JE	ADJ ENTRY MISC TO GRANT 9/6 RSCUE GRN		32,000.00		

YTD Encumbrance	.00	YTD Actual	270.00-	Total	270.00-	YTD Budget	.00	Unearned	270.00-
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Journal	Payee or Description		Debit Amount		Credit Amount		Balance		
001-2800-60100 SALARY									
YTD Encumbrance	.00	YTD Actual	519.53	Total	519.53	YTD Budget	500.00	Unexpended	19.53-
001-2800-63100 BUILDING									
AP	ACE HARDWARE		59.96						
	**Desc: LED BULBS								
AP	ACE HARDWARE				59.96-				
	**Desc: RETURNED LED BULBS								
AP	ACE HARDWARE		29.98						
	**Desc: LED BULBS								
AP	JARED KANE		5,600.00						
	**Desc: RECONSTRUCT/SEEDING WATERWAYS AND TILING								
YTD Encumbrance	.00	YTD Actual	36,562.06	Total	36,562.06	YTD Budget	3,000.00	Unexpended	33,562.06-
001-2800-63310 VEHICLE									
YTD Encumbrance	.00	YTD Actual	281.90	Total	281.90	YTD Budget	1,500.00	Unexpended	1,218.10
001-2800-63730 COMMUNICATIONS									
AP	COMMUNITY DIGITAL WIRELESS LLC		53.95						
	**Desc: AIRPORT INTERNET SERVICE								
AP	AUREON COMMUNICATIONS		31.94						
	**Desc: AIRPORT PHONE SERVICE								
YTD Encumbrance	.00	YTD Actual	996.96	Total	996.96	YTD Budget	1,000.00	Unexpended	3.04
001-2800-63810 UTILITIES									
AP	EAGLE POINT ENERGY 5 LLC		60.87						
	**Desc: ELECTRIC SERVICE								
AP	ALLIANT ENERGY		19.07						
	**Desc: ELECTRIC SERVICE								
YTD Encumbrance	.00	YTD Actual	3,700.52	Total	3,700.52	YTD Budget	5,500.00	Unexpended	1,799.48
001-2800-64915 REFUNDS									
YTD Encumbrance	.00	YTD Actual	195.00	Total	195.00	YTD Budget	.00	Unexpended	195.00-
001-2800-64950 CONTRACTS									
AP	TEGELER AVIATION LLC		2,999.83						
	**Desc: MAY FBO FEE								
YTD Encumbrance	.00	YTD Actual	36,030.58	Total	36,030.58	YTD Budget	36,414.00	Unexpended	383.42

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00	YTD Actual 2,915.29	Total 2,915.29	YTD Budget 2,500.00
				Unexpended 415.29-

001-2800-65060 OFFICE SUPPLIES				
YTD Encumbrance	.00	YTD Actual 109.88	Total 109.88	YTD Budget 500.00
				Unexpended 390.12

Number of transactions: 26	Number of accounts: 16	Debit	Credit	Proof
		53,855.60	46,445.96-	7,409.64



Airport Board Meeting Procedures
Adopted by the board: Month Day Year

The Oelwein Airport Board is a recommendation board to the Oelwein City Council. The board's organizational structure, powers, and responsibilities are listed in Oelwein's municipal code Chapter 6 Article IV Oelwein Airport Board.

The board can by their own measure adopt procedures for their meeting. Below are the procedures that the Airport Board will uphold to ensure timely and effective meetings.

Meeting Format and Agenda

Call To Order

The board chair will call the meeting to order for the board.

Roll Call

The board chair will call each member's name with each board member providing and audible here. The board chair may choose to list additional people present at the meeting to be reflected in the minutes. With minutes being created from the audio recording, it is important for members to speak clearly and make their votes heard.

Public Comment

The board chair and the board shall provide three minutes to anyone addressing the board with comments or concerns. Board members are not obligated to respond to comments but can ask questions for clarification. The board chair may use a timer to ensure that three minutes are being provided to each speaker. If the board has multiple questions, time may be extended for speakers at the request of the board. Should anyone use public comment to yell, degrade, or create hostile environment, the board may ask the member of the public to excuse themselves from the meeting. If the public speaker fails to excuse themselves from the meeting, the board can take a break until the public member leaves.

Approval Of Minutes

The board shall approve the minutes from the previous meeting. If a board member wants a change or correction, they must provide that in their motion to approve. If the board is seeking a rewrite of the minutes, they should motion to have them rewritten by city staff.

Expense Review

The board uses this time to review purchases and improvements at the airport. Typically, no action is required from the board.



Fixed Based Operator Report

The FBO is provided time to update the airport board of the current activity at the airport. The FBO may provide this report in writing or verbally at the meeting. The FBO may use this time to ask questions to the board.

Old Business

Any unfinished business that needs direction from the Airport Board would be listed under old business. The board may choose to vote on items in this category to move them forward or stop discussing them.

New Business

New business allows for the chair or board members to bring items up for discussion. Any new business that requires a vote should be placed on the next agenda for a formal vote.

Schedule Next Meeting Date

The board can set their meeting for a time that works best for all board members.

Adjournment

Adjournment only requires two motions and no formal vote.

Regular Meeting Conduct

- Board members should conduct themselves professionally.
- All meetings must follow Iowa law and open meeting requirements.
- Board members are not required to answer public comment questions.
- Board members that are not interested in discussing a topic can call a vote to move on in the agenda. This would require a motion, a second, and a majority vote of the board.
- The board only has power as a board, and this comes by voting on items during meetings.
- The board chair sets the agenda and communicates this agenda to City Hall so that it can be published.
- Board members that want an item on the agenda can communicate with the board chair. Should the board member be denied by the board chair, the board member may add an item to the agenda should they have support from another board member and notify City Hall 24 hours before the meeting.
- The council representative can discuss and provide guidance on all items but cannot vote.
- The Fixed Based Operator may comment and communicate on any item on the agenda.