



## Agenda

### Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

September 11, 2024

Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Matt Weber

**Board Members:** Anthony Ricchio, Ken Woodraska, Tommy Nations, John Bagge, William Walenceus, Nathan Schares

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#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

- [1.](#) August minutes.

#### EXPENSE REVIEW

- [2.](#) August Expenses.

#### FBO REPORT

#### OLD BUSINESS

#### NEW BUSINESS

- [3.](#) Discussion on what the city will need to do for the airport.

#### 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

20 Second Avenue SW, Oelwein

August 14, 2024 - 6:30 PM

## CALL TO ORDER

Woodraska called the meeting to order at 6:44 PM.

## ROLL CALL

**Present:** Woodraska, Schares, Bagge, Nations, Council Liaison Anthony Ricchio

**Also Present:** FBO George Tegler, Assistant Airport Manager Tom Stewart (Came in at 7:01 PM)

**Absent:** Waleneus

## APPROVAL OF MINUTES

1. June Minutes.

A motion was made by Bagge, seconded by Schares to approve the June minutes. All aye. Motion carried.

## EXPENSE REVIEW

2. June & July Expenses.

Woodraska questioned the cost of the decals and felt there ought to have been a cheaper option.

A motion was made by Nations, seconded by Bagge to approve the June and July expense. All aye. Motion carried.

## FBO REPORT

No FBO Report

## OLD BUSINESS

3. Fuel System Update.

*Is it up and running on both fuels or just 100LL?*

Tegler stated the fuel system isn't running at this time. He stated he did not want the system running until a contract was in place and he had been paid for the fuel.

*Is the internet working ok for the fuel system?*

Tegler reported the internet was running to his knowledge.

*Has the city purchased the fuel?*

Not at this time.

4. Update on Electrical Vault Project.

Stewart reported a pre-construction meeting had taken place and ground would break the following week. The main hold up is the panel, which could be an 11-month hold up. The engineer is looking for alternatives.

5. Review AECOM Capital Spending Plan.

Schares stated he was interested in the fuel farm.

**NEW BUSINESS**

Bagge reminded the board that the crops need to be soybeans or alfalfa in the spring. The land contract needs to outline this.

Schares attended an airport forum in Oshkosh, WI regarding small airport management.

Woodraska reported Mulfinger’s request which was in search of the next FBO’s requirements.

Schares expressed his frustration with the elimination of Tegler’s contract with the city. Ricchio clarified with the board what decision had been made. Bagge and Schares reiterated their frustration with Council’s decision, their concerns are they won’t be able to supply the same level of service, specifically with mechanics.

**SCHEDULE NEXT MEETING DATE**

September 11, 2024 at 6:30 PM

**ADJOURNMENT**

A motion was made to adjourn the meeting was made by Nations, seconded by Schares to adjourn at 7:25 PM. 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 - KYLE RICH-CROP		65.00-		
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 - KATHERINE McCA		65.00-		
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-		
AR	Payment Applied - Hangars - SKY VALLEY AVIA		90.00-		
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-		
YTD Encumbrance	.00	YTD Actual 2,057.00-	Total 2,057.00-	YTD Budget 16,000.00-	Unearned 13,943.00

<b>001-2800-43120 LAND RENT</b>					
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 36,000.00-	Unearned 36,000.00

<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>					
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 4,000.00-	Unearned 4,000.00

<b>001-2800-47990 MISC</b>					
CR	EXTRA SPACE - KYLE RICH'		90.00-		
	Description: EXTRA SPACE - KYLE RICH'				
YTD Encumbrance	.00	YTD Actual 180.00-	Total 180.00-	YTD Budget .00	Unearned 180.00-

<b>001-2800-60100 SALARY</b>					
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 1,000.00	Unexpended 1,000.00

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-63100 BUILDING</b>				
AP	JOHN DEERE FINANCIAL F.S.B. **Desc: WEED SPRAY/ROUNDUP	121.97		
AP	JOHN DEERE FINANCIAL F.S.B. **Desc: ROUNDUP	45.98		
AP	CULLIGAN WATER CONDITIONING **Desc: DRINKING WATER BOTTLES	7.50		
AP	CITY LAUNDERING CO **Desc: WHITE MULTIFOLD - 1 CASE	51.79		
AP	MULGREW OIL CO **Desc: LP GAS AIRPORT	393.00		
YTD Encumbrance	.00 YTD Actual	733.92 Total	733.92 YTD Budget	5,000.00 Unexpended 4,266.08

<b>001-2800-63310 VEHICLE</b>				
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00 Unexpended 100.00

<b>001-2800-63730 COMMUNICATIONS</b>				
AP	AUREON COMMUNICATIONS **Desc: AIRPORT PHONE SERVICE	29.35		
AP	COMMUNITY DIGITAL WIRELESS LLC **Desc: AIRPORT INTERNET SERVICE	53.95		
YTD Encumbrance	.00 YTD Actual	166.60 Total	166.60 YTD Budget	1,000.00 Unexpended 833.40

<b>001-2800-63810 UTILITIES</b>				
AP	EAGLE POINT ENERGY 5 LLC **Desc: ELECTRIC SERVICE	343.96		
AP	ALLIANT ENERGY **Desc: ELECTRIC SERVICE	21.70		
YTD Encumbrance	.00 YTD Actual	1,029.84 Total	1,029.84 YTD Budget	4,500.00 Unexpended 3,470.16

<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	3,059.82		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>001-2800-64950 CONTRACTS (continued)</b>				
	**Desc: AUGUST FBO FEE			
YTD Encumbrance	.00	YTD Actual 6,119.64	Total 6,119.64	YTD Budget 38,500.00 Unexpended 32,380.36
<b>001-2800-65041 EQUIPMENT</b>				
AP	JOHN DEERE FINANCIAL F.S.B.	12.68		
	**Desc: BOLTS FOR MOWER			
AP	JOHN DEERE FINANCIAL F.S.B.	54.99		
	**Desc: HYDRAULIC OIL			
AP	DICKS PETROLEUM CO	596.45		
	**Desc: SERVICE CALLS - WORK ON GASBOY METER AND JET PUMP			
AP	MULGREW OIL CO	736.89		
	**Desc: DIESEL FUEL - AIRPORT			
YTD Encumbrance	.00	YTD Actual 2,699.64	Total 2,699.64	YTD Budget 8,000.00 Unexpended 5,300.36
<b>001-2800-65060 OFFICE SUPPLIES</b>				
YTD Encumbrance	.00	YTD Actual 18.56	Total 18.56	YTD Budget 500.00 Unexpended 481.44
Number of transactions: 24	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		5,530.03	811.00-	4,719.03

CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2024

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
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<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	721.00	2,057.00	16,000.00	13,943.00	12.9
001-2800-43120	LAND RENT	.00	.00	36,000.00	36,000.00	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	100.00	100.00	.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	.00	4,000.00	4,000.00	.0
001-2800-47990	MISC	90.00	180.00	.00	( 180.00)	.0
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	TOTAL AIRPORT	811.00	2,237.00	56,100.00	53,863.00	4.0
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	TOTAL FUND REVENUE	811.00	2,237.00	56,100.00	53,863.00	4.0
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CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

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	620.24	733.92	5,000.00	4,266.08	14.7
001-2800-63310	VEHICLE	.00	.00	100.00	100.00	.0
001-2800-63730	COMMUNICATIONS	83.30	166.60	1,000.00	833.40	16.7
001-2800-63810	UTILITIES	365.66	1,029.84	4,500.00	3,470.16	22.9
001-2800-64950	CONTRACTS	3,059.82	6,119.64	38,500.00	32,380.36	15.9
001-2800-65041	EQUIPMENT	1,401.01	2,699.64	8,000.00	5,300.36	33.8
001-2800-65060	OFFICE SUPPLIES	.00	18.56	500.00	481.44	3.7
	TOTAL AIRPORT	5,530.03	10,768.20	58,600.00	47,831.80	18.4
	TOTAL FUND EXPENDITURES	5,530.03	10,768.20	58,600.00	47,831.80	18.4
	NET REVENUE OVER EXPENDITURES	( 4,719.03)	( 8,531.20)	( 2,500.00)	6,031.20	(341.3)





To: Mayor and City Council  
 From: Dylan Mulfinger  
 Subject: Fixed Base Operator Proposals  
 Date: 8/26/2024

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Below is what will be advertised for the city to seek proposals for new Fixed Based Operator. The City will provide a month for the proposals. The proposals will be reviewed at the October 2024 Airport Board meeting. The airport board will provide a recommendation to the city council for approval at the October 28<sup>th</sup> meeting.

Request for Proposals (RFP) for Fixed Base Operator (FBO) Services  
 Oelwein Municipal Airport  
 OLZ  
*A Truck Stop for the Sky*

**Introduction:**

The City of Oelwein is seeking proposals from qualified Fixed Base Operators (FBO) to provide comprehensive aviation services at Oelwein Municipal Airport. The selected FBO will be responsible for offering airplane annuals, airplane repairs, flight school, and aviation promotion.

The City of Oelwein will provide a shop to the FBO. The FBO agrees to pay rent agreed upon by the city council. The FBO will hold a contract with the Oelwein City Council for services.

**Scope of Services:**

The future FBO will be expected to provide some or all of the following services:

- Airplane Annuals:
  - Conduct annual inspections and certifications for various types of aircraft.
  - Ensure compliance with all FAA regulations and standards.
- Airplane Repairs:
  - Provide maintenance and repair services for aircraft.
  - Maintain a well-equipped repair facility with a certified mechanic.
- Flight School:
  - Offer flight training programs for private, commercial, and instrument ratings.
  - Employ certified flight instructors and maintain a fleet of training aircraft.
- Aviation Promotion:
  - Promote aviation activities and events within the community.
  - Engage in outreach programs to encourage interest in aviation.

**Proposal Requirements:**

Interested parties should submit a proposal that includes the following information:

- Company Profile:



- Name, address, and contact information.
- Brief history and overview of the company.
- Relevant experience and qualifications.
- Service Plan:
  - Detailed description of how the FBO will provide the required services.
  - Proposed staffing and management structure.
  - Equipment and facilities to be used.
- Financial Proposal:
  - Proposed fee structure for services.
  - Any additional costs or fees.
  - Type of insurance policy.
- References:
  - Contact information for at least three references from similar projects.

#### Submission Details:

Proposals must be submitted by October 3, 2024 before 4:30 PM to:

Dylan Mulfinger  
 City Administrator  
 City of Oelwein  
 20 2nd Ave SW Oelwein, Iowa 50662  
 City Hall- 319-283-5440  
 Cell- 319-238-0039  
 dmulfinger@cityofuelwein.org  
**Proposals submitted via email are encouraged.**

#### Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Quality and comprehensiveness of the service plan.
- Financial proposal.
- References and past performance.

The city council will have the Airport Board review and provide a recommendation to the city council for formal approval.

#### Timeline

- August 26- The city council motions to seek proposals
- October 3- Proposals due to City Hall
- October 9- the Airport Board reviews and provides a recommendation to the city council
- October 28- A formal contract is voted on by the City Council



Contact Information:

For any questions or further information, please contact:

Dylan Mulfinger  
City Administrator  
City of Oelwein  
20 2nd Ave SW Oelwein, Iowa 50662  
City Hall- 319-283-5440  
Cell- 319-238-0039  
[dmulfinger@cityofuelwein.org](mailto:dmulfinger@cityofuelwein.org)