



## **Agenda**

**Airport Board**

**Municipal Airport, 19623 40th Street, Oelwein, Iowa**

**6:30 PM**

**May 19, 2022**

**Oelwein, Iowa**

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Lynda Payne

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) Approval of the April 21, 2022 minutes

**EXPENSE REVIEW**

- [2.](#) April expense report.

**FBO REPORT**

**OLD BUSINESS**

**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 April 21, 2022

### CALL TO ORDER

Meeting called to order 6:30 p.m.

### ROLL CALL

Bryan, Woodruska, Tuschscherer, Nations, Bagge, Stewart, FBO Tegeler

### APPROVAL OF MINUTES

Motion Tuschscherer, Second Bagge All Aye

### EXPENSE REVIEW

No expenses provided

### FBO REPORT

Conduit for new fuel system installed. System should be operational by 6/1 to allow for break in time before crop spraying begins. Hanger door siding replaced. Back room in shop needs old fluorescent fixtures replaced with 6-8 led bulb fixtures.

Motion Bagge, Second Woodruska to recommend replacing fixtures. All Aye

### OLD BUSINESS

Rehab Project and field closure was discussed. Project Engineer, David Hughes will be available 5:00 pm 4/25 at City Hall to meet with board members. A conversation was had on fuel management once the new system is operational. The board realizes many details can't be sorted out until the system is in place, however the general consensus is as follows:

1. As this is a self-serve system, George wouldn't be burdened with fueling planes or collecting payment. The City would order and purchase the fuel, set the price and collect payments. This would eliminate George's markup and would result in more competitive fuel prices. This applies to 100 Low Lead only.
2. For Jet A, George would order and purchase the fuel and set the price. The City would collect payments and pay George with deductions for flow fee and administrative costs.
3. Direct pay accounts would receive a discount equal to the credit card fees.

The windsock repair was discussed. It appears Voltmer Electric has incorrectly billed The City and has been paid for a complete wind sock, when only the lite assembly has been provided.  
The existing mast is obsolete and is in need of repair or replacement.

#### NEW BUSINESS

The airport will be hosting a field trip for the first grade class on 5/13 from 12:00 – 2:00 pm. It's planned to have a couple of planes take off and land and a presentation on aviation radio communications. Woodruska and Tuchscherer will help.  
The EAA Young Eagles Program will be on 5/21

#### ADJOURNMENT

Motion Tuchscherer, second Nations to adjourn at 7:30 pm

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 - MICHAEL WILHEL		65.00-	
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		60.00-	
AR	Payment Applied - Hangars - TIM RECKER		70.00-	
AR	Payment Applied - Hangars - RANDY ALTHOUS		10.00-	
AR	Payment Applied - Hangars - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		56.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		90.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		90.00-	
AR	Payment Applied - Hangars - KYLE RICH-CROP		155.00-	
YTD Encumbrance	.00	YTD Actual 15,087.00-	Total 15,087.00-	YTD Budget 16,000.00- Unearned 913.00
<b>001-2800-43120 LAND RENT</b>				
YTD Encumbrance	.00	YTD Actual 36,225.00-	Total 36,225.00-	YTD Budget 30,000.00- Unearned 6,225.00-
<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 3,400.01-	Total 3,400.01-	YTD Budget 4,500.00- Unearned 1,099.99
<b>001-2800-47990 MISC</b>				
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget .00 Unearned .00
<b>001-2800-60100 SALARY</b>				
YTD Encumbrance	.00	YTD Actual 121.42	Total 121.42	YTD Budget 500.00 Unexpended 378.58
<b>001-2800-63100 BUILDING</b>				
YTD Encumbrance	.00	YTD Actual 14,820.50	Total 14,820.50	YTD Budget 2,500.00 Unexpended 12,320.50-
<b>001-2800-63310 VEHICLE</b>				
YTD Encumbrance	.00	YTD Actual 138.47	Total 138.47	YTD Budget 1,500.00 Unexpended 1,361.53
<b>001-2800-63730 COMMUNICATIONS</b>				
AP	COMMUNITY DIGITAL WIRELESS LLC	43.95		

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	31.45		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	756.26 Total	756.26 YTD Budget	1,000.00 Unexpended 243.74

**001-2800-63810 UTILITIES**

AP	ALLIANT ENERGY	247.97		
	**Desc: ELECTRIC SERVICE			
AP	BLACKHAWK WASTE DISPOSAL CO INC	33.60		
	**Desc: GARBAGE PICKUP			
AP	ALLIANT ENERGY	88.88		
	**Desc: ELECTRIC SERVICE			
AP	EAGLE POINT ENERGY 5 LLC	236.71		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	3,473.80 Total	3,473.80 YTD Budget	5,500.00 Unexpended 2,026.20

**001-2800-64950 CONTRACTS**

AP	TEGELER AVIATION LLC	2,941.00		
	**Desc: APRIL FBO FEE			
YTD Encumbrance	.00 YTD Actual	29,410.00 Total	29,410.00 YTD Budget	35,700.00 Unexpended 6,290.00

**001-2800-65041 EQUIPMENT**

YTD Encumbrance	.00 YTD Actual	2,637.04 Total	2,637.04 YTD Budget	2,500.00 Unexpended 137.04-
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**001-2800-65060 OFFICE SUPPLIES**

YTD Encumbrance	.00 YTD Actual	237.76 Total	237.76 YTD Budget	500.00 Unexpended 262.24
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Number of transactions: 18	Number of accounts: 14	Debit	Credit	Proof
Grand Totals:		3,623.56	866.00-	2,757.56

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"-001280065060"

CITY OF OELWEIN  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING APRIL 30, 2022

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	866.00	15,087.00	16,000.00	913.00	94.3
001-2800-43120	LAND RENT	.00	36,225.00	30,000.00	( 6,225.00)	120.8
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	100.00	100.00	.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	3,400.01	4,500.00	1,099.99	75.6
	TOTAL AIRPORT	866.00	54,712.01	50,600.00	( 4,112.01)	108.1
	TOTAL FUND REVENUE	866.00	54,712.01	50,600.00	( 4,112.01)	108.1

CITY OF OELWEIN  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2022

Item 2.

GENERAL

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	121.42	500.00	378.58	24.3
001-2800-63100	BUILDING	.00	14,820.50	2,500.00	( 12,320.50)	592.8
001-2800-63310	VEHICLE	.00	138.47	1,500.00	1,361.53	9.2
001-2800-63730	COMMUNICATIONS	75.40	756.26	1,000.00	243.74	75.6
001-2800-63810	UTILITIES	607.16	3,473.80	5,500.00	2,026.20	63.2
001-2800-64950	CONTRACTS	2,941.00	29,410.00	35,700.00	6,290.00	82.4
001-2800-65041	EQUIPMENT	.00	2,637.04	2,500.00	( 137.04)	105.5
001-2800-65060	OFFICE SUPPLIES	.00	237.76	500.00	262.24	47.6
	<b>TOTAL AIRPORT</b>	<u>3,623.56</u>	<u>51,595.25</u>	<u>49,700.00</u>	<u>( 1,895.25)</u>	<u>103.8</u>
	<b>TOTAL FUND EXPENDITURES</b>	<u>3,623.56</u>	<u>51,595.25</u>	<u>49,700.00</u>	<u>( 1,895.25)</u>	<u>103.8</u>
	<b>NET REVENUE OVER EXPENDITURES</b>	<u>( 2,757.56)</u>	<u>3,116.76</u>	<u>900.00</u>	<u>( 2,216.76)</u>	<u>346.3</u>