



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

February 15, 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.](#) January Minutes.

EXPENSE REVIEW

- [2.](#) January Expenses.

FBO REPORT

OLD BUSINESS

NEW BUSINESS

- [3.](#) Mayor Update.

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

January 25, 2023 - 6:30 PM

CALL TO ORDER

The meeting was called to order by Greg Bryan.

ROLL CALL

Present: Stewart, Bryan, Woodraska, Nations, Bagge

Also Present: Devore, Lenz, Garrigus, Mulfinger, Kyle Rich, Melody Rich, FBO George Tegler, Pam Tegler

Absent: Tuscherer

APPROVAL OF MINUTES

1. November Minutes.

Motion by Woodraska, seconded by Nations.

EXPENSE REVIEW

2. November Expenses & December Expenses.

Motion by Nations, seconded by Woodraska to approve the November Expenses & December Expenses.

FBO REPORT

George Tegler spoke on the Brian Finnegan hangers. He stated the attic access blows out moisture in ridge. The new door is not yet installed. There have been less than ½ dozen this year, but there was more in the first part of December.

OLD BUSINESS

4. City Administrator's Report.

The additional storage had been discussed. Tegler and Bryan discussed getting quotes on new tractor tires. Bryan advised that the airport should wait for the directional tires and not purchase tires this year.

NEW BUSINESS

5. Discussion on Surveillance Cameras.

The airport currently has surveillance cameras. They have up to 2 weeks of storage, up to 300 feet. Tegler aviation has access to the cameras and will provide access if anyone request access. The airport has a new router which came with a new IP address and Tegler is working to get the cameras accessibility back. John Wryck with Bergan KDV has fixed this issue.

Brett DeVore requested guidance from the Airport Board regarding how to proceed with the FBO. Bryan feels the FBO is too expensive and feels there is a greater need to work towards updating the airport. Tegler emphasized the need for a FBO due to the quality of work it takes to keep an airport at peak performance. Lenz emphasized the need for the board to decide whether or not to keep the FBO position.

The board feels additional board members may be necessary for a more comprehensive outlook to the future of the airport by including those who use it more frequently.

SCHEDULE NEXT MEETING DATE

February 15, 2023 at 6:30 PM

ADJOURNMENT

A motion was made by Nations, seconded by Woodraska to adjourn the meeting at 7:41 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		
001-2800-43110 HANGAR RENT						
AR	Payment Applied - Hangars - TIM RECKER		70.00-			
AR	Payment Applied - Hangars - THERESA BREITB		90.00-			
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-			
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-			
AR	Payment Applied - Hangars - TIM RECKER		140.00-			
AR	Payment Applied - Hangars - THERESA BREITB		450.00-			
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-			
AR	Payment Applied - Hangars - JOHN BAGGE		70.00-			
AR	Payment Applied - Hangars - MICHAEL WILHEL		65.00-			
AR	Payment Applied - Hangars - KEN WOODRASKA		90.00-			
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-			
AR	Payment Applied - Hangars - CHUCK & JUDY S		90.00-			
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-			
AR	Payment Applied - Hangars - MIKE MATTHIAS		70.00-			
AR	Payment Applied - Hangars - KEN WOODRASKA		990.00-			
AR	Payment Applied - Hangars - JOHN BAGGE		140.00-			
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-			
AR	Payment Applied - Hangars - BILL WALENCEUS		65.00-			
CR	HANGAR RENT 2F & 2G MAR 2023 TO FEB 202		1,680.00-			
	Description: HANGAR RENT 2F & 2G MAR 2023 TO FEB 2022 - BRIAN FINNEGAN					
CR	Voids receipt - 5.011889 - BRIAN FINNEGAN	1,680.00				
	Description: Voids receipt - 5.011889 - BRIAN FINNEGAN					
CR	HANGAR RENT 2F & 2G MAR 2023 TO FEB 202		1,680.00-			
	Description: HANGAR RENT 2F & 2G MAR 2023 TO FEB 2024 - BRIAN FINNEGAN					
YTD Encumbrance	.00	YTD Actual	10,638.00- Total	10,638.00- YTD Budget	16,000.00- Unearned	5,362.00

001-2800-43120 LAND RENT

YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	32,000.00- Unearned	32,000.00
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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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Journal	Payee or Description	Debit Amount	Credit Amount	Balance
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
001-2800-47990 MISC				
YTD Encumbrance	.00 YTD Actual	45,000.00- Total	45,000.00- YTD Budget	.00 Unearned 45,000.00-
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	LUMBER RIDGE HOME SOURCE, INC		591.98	
	**Desc: WALK DOOR			
AP	FAREWAY STORES INC		58.74	
	**Desc: TP/PAPER TOWELS/CUPS/DAWN/LIME AWAY/CLEANER			
AP	ACE HARDWARE		101.75	
	**Desc: SHOWER VAULE & FIXINGS			
AP	JOHN DEERE FINANCIAL F.S.B.		19.99	
	**Desc: FURNACE FILTER			
AP	MULGREW OIL CO		907.63	
	**Desc: LP GAS AIRPORT			
YTD Encumbrance	.00 YTD Actual	29,731.21 Total	29,731.21 YTD Budget	3,000.00 Unexpended 26,731.21-
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		43.95	
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS		31.91	
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	530.53 Total	530.53 YTD Budget	1,000.00 Unexpended 469.47
001-2800-63810 UTILITIES				
AP	BLACKHAWK WASTE DISPOSAL CO INC		33.60	
	**Desc: GARBAGE PICKUP			
AP	EAGLE POINT ENERGY 5 LLC		118.96	
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY		232.93	
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	2,308.06 Total	2,308.06 YTD Budget	5,500.00 Unexpended 3,191.94

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
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	LYNCH DALLAS PC		43.50	
	**Desc: LEGAL/PROFESSIONAL FEES			
AP	TEGELER AVIATION LLC		2,999.83	
	**Desc: JANUARY FBO FEE			
YTD Encumbrance	.00 YTD Actual	24,031.26 Total	24,031.26 YTD Budget	36,414.00 Unexpended 12,382.74
001-2800-65041 EQUIPMENT				
YTD Encumbrance	.00 YTD Actual	1,256.30 Total	1,256.30 YTD Budget	2,500.00 Unexpended 1,243.70
001-2800-65060 OFFICE SUPPLIES				
AP	STOREY KENWORTHY CORP		25.50	
	**Desc: WINDOW ENVELOPES			
YTD Encumbrance	.00 YTD Actual	74.51 Total	74.51 YTD Budget	500.00 Unexpended 425.49
Number of transactions: 40		Number of accounts: 15		
		Debit	Credit	Proof
Grand Totals:		6,890.27	6,737.00-	153.27

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2023

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>AIRPORT</u>					
001-2800-43110	HANGAR RENT	5,057.00	10,638.00	16,000.00	5,362.00	66.5
001-2800-43120	LAND RENT	.00	.00	32,000.00	32,000.00	.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	.00	45,000.00	.00	(45,000.00)	.0
	TOTAL AIRPORT	5,057.00	58,887.88	52,600.00	(6,287.88)	112.0
	TOTAL FUND REVENUE	5,057.00	58,887.88	52,600.00	(6,287.88)	112.0

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 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	1,680.09	29,731.21	3,000.00	(26,731.21)	991.0
001-2800-63310	VEHICLE	.00	281.90	1,500.00	1,218.10	18.8
001-2800-63730	COMMUNICATIONS	75.86	530.53	1,000.00	469.47	53.1
001-2800-63810	UTILITIES	385.49	2,308.06	5,500.00	3,191.94	42.0
001-2800-64915	REFUNDS	.00	195.00	.00	(195.00)	.0
001-2800-64950	CONTRACTS	3,043.33	24,031.26	36,414.00	12,382.74	66.0
001-2800-65041	EQUIPMENT	.00	1,256.30	2,500.00	1,243.70	50.3
001-2800-65060	OFFICE SUPPLIES	25.50	74.51	500.00	425.49	14.9
	TOTAL AIRPORT	5,210.27	58,928.30	50,914.00	(8,014.30)	115.7
	TOTAL FUND EXPENDITURES	5,210.27	58,928.30	50,914.00	(8,014.30)	115.7
	NET REVENUE OVER EXPENDITURES	(153.27)	(40.42)	1,686.00	1,726.42	(2.4)