



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

May 20, 2021
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Warren Fisk

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Consideration of a motion to approve the minutes of the April 15, 2021 meeting

EXPENSE REVIEW

- [2.](#) Review of Expenses and Revenue

FBO REPORT

OLD BUSINESS

NEW BUSINESS

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

April 15, 2021 - 6:30 PM

CALL TO ORDER

The meeting was called to order at 6:30 P.M. by Bryan

ROLL CALL

Present: Tuchscherer, Bagge, Nations, Bryan

Absent: Woodraska

Also Present: Council Liaison Stewart, FBO Tegeler, Guest Connor Carlson

APPROVAL OF MINUTES

1. Consideration of a motion to approve the minutes of the March 4, 2021 meeting

A motion was made by Tuchscherer, seconded by Nations to approve the minutes. All voted aye.

Motion Carried

EXPENSE/REVENUE REVIEW

2. Review of Revenue and Expense Reports

A motion was made by Tuchscherer, seconded by Nations to approve the reports as presented. All voted aye.

Motion Carried

FBO REPORT

Tegeler reported runway lighting supplies have been ordered. Several were damaged during the winter. He also stated the rocker/recliner is broken. A motion was made by Tuchscherer, seconded by Bagge to replace it. Quotes will be obtained. All voted aye.

Motion Carried

OLD BUSINESS

Splash Blocks – It was noted splash blocks still need to be purchased for the terminal area. Tegeler prefers fiber blocks – not concrete. Tuchscherer volunteered to pick them up in Waterloo.

Fuel System – Tegeler reported he spoke with City Administrator Mulfinger today re: a credit card fuel system. Tegeler is making contact with several entities as to what system they use. It was noted a new system needs to be installed prior to July 1st or it would need to wait until October when the spraying season is over.

Crack Sealing – Bagge asked the status of the crack sealing project. Tegeler said Mulfinger has spoken to the engineer but they haven't gotten back to him yet. Bryan didn't believe bids have been let.

Hangar Vacancy – Bagge asked how many hangars are open. Tegeler replied three are currently available and said he does not maintain a waiting list when asked by Bryan. Tuchscherer said he would advertise the open space in the "Barnstormers".

NEW BUSINESS

Bagge introduced Connor Carlson. He trained at the University of Dubuque and has been instructing in Independence since February. Carlson would like to use the airport terminal for several hours one afternoon or evening for anyone who has questions about learning to fly.

The Board was in agreement with the request. Pamphlets will be available and it was suggest to use Facebook. It was suggested Carlson attend the August 23rd EAA Young Eagles event also.

It was questioned if the city had funding available through the Hotel/Motel Tax for advertisement in The Register and the Shopper.

ADDITIONAL INFORMATION

Bryan reported after adjournment in March Tegeler made a comment regarding an FBO search. Bryan stated there is no search going on now although it is one of the duties of the Board to solicit, screen and recommend to the mayor when needed.

SCHEDULE NEXT MEETING DATE

May 20, 2021 at 6:30 was scheduled for the next meeting date.

ADJOURNMENT

A motion was made by Tuchscherer, seconded by Bagge to adjourn at 7:00 P.M. All voted aye.

Motion Carried

Greg Bryan, Chairman

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	1,136.00	14,490.00	15,000.00	510.00	96.6
001-2800-43120	LAND RENT	.00	31,625.00	30,000.00	(1,625.00)	105.4
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	250.00	250.00	.0
001-2800-47100	ELECTRICAL REIMBURSEMENT	.00	55.00	500.00	445.00	11.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	5,623.87	5,000.00	(623.87)	112.5
001-2800-47990	MISC	.00	30,000.00	.00	(30,000.00)	.0
	TOTAL AIRPORT	1,136.00	81,793.87	50,750.00	(31,043.87)	161.2
	TOTAL FUND REVENUE	1,136.00	81,793.87	50,750.00	(31,043.87)	161.2

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
001-2800-60100	SALARY	.00	421.93	500.00	78.07	84.4
001-2800-63100	BUILDING	35.90	4,439.65	2,500.00	(1,939.65)	177.6
001-2800-63310	VEHICLE	69.78	297.89	1,000.00	702.11	29.8
001-2800-63730	COMMUNICATIONS	75.85	752.87	1,000.00	247.13	75.3
001-2800-63810	UTILITIES	297.24	3,343.15	5,500.00	2,156.85	60.8
001-2800-64950	CONTRACTS	2,883.34	28,833.40	35,000.00	6,166.60	82.4
001-2800-65041	EQUIPMENT	.00	3,390.99	2,500.00	(890.99)	135.6
001-2800-65060	OFFICE SUPPLIES	148.53	680.93	500.00	(180.93)	136.2
	TOTAL AIRPORT	<u>3,510.64</u>	<u>42,160.81</u>	<u>48,500.00</u>	<u>6,339.19</u>	<u>86.9</u>
	TOTAL FUND EXPENDITURES	<u>3,510.64</u>	<u>42,160.81</u>	<u>48,500.00</u>	<u>6,339.19</u>	<u>86.9</u>
	NET REVENUE OVER EXPENDITURES	<u>(2,374.64)</u>	<u>39,633.06</u>	<u>2,250.00</u>	<u>(37,383.06)</u>	<u>1761.5</u>

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				
	03/31/2021 (03/21) Balance			13,354.00-
AR	Payment Applied - Hangars - TIM RECKER		70.00-	
AR	Payment Applied - Hangars - DAN SUBY		15.00-	
AR	Payment Applied - Hangars - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - GERALD OLSON E		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-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - JOHN PEACOCK		390.00-	
YTD Encumbrance	.00 YTD Actual	14,490.00- Total	14,490.00- YTD Budget	15,000.00- Unearned 510.00
001-2800-43120 LAND RENT				
	03/31/2021 (03/21) Balance			31,625.00-
YTD Encumbrance	.00 YTD Actual	31,625.00- Total	31,625.00- YTD Budget	30,000.00- Unearned 1,625.00-
001-2800-47053 COURTESY CAR DONATIONS				
	03/31/2021 (03/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	250.00- Unearned 250.00
001-2800-47100 ELECTRICAL REIMBURSEMENT				
	03/31/2021 (03/21) Balance			55.00-
YTD Encumbrance	.00 YTD Actual	55.00- Total	55.00- YTD Budget	500.00- Unearned 445.00
001-2800-47130 JET A/100LL FUEL REIMBURSEMENT				
	03/31/2021 (03/21) Balance			5,623.87-
YTD Encumbrance	.00 YTD Actual	5,623.87- Total	5,623.87- YTD Budget	5,000.00- Unearned 623.87-
001-2800-47990 MISC				
	03/31/2021 (03/21) Balance			30,000.00-
YTD Encumbrance	.00 YTD Actual	30,000.00- Total	30,000.00- YTD Budget	.00 Unearned 30,000.00-
001-2800-60100 SALARY				
	03/31/2021 (03/21) Balance			421.93
YTD Encumbrance	.00 YTD Actual	421.93 Total	421.93 YTD Budget	500.00 Unearned 78.07-
001-2800-63100 BUILDING				
	03/31/2021 (03/21) Balance			4,403.75
AP	MCMaster-CARR SUPPLY COMPANY	35.90		

**VendorNo: 22065 **Desc: ALUMINUM SIGN

YTD Encumbrance .00 YTD Actual 4,439.65 Total 4,439.65 YTD Budget 2,500.00 Unearned 1,939.65

001-2800-63310 VEHICLE

03/31/2021 (03/21) Balance 228.11

AP OELWEIN FUEL FUND 69.78

**VendorNo: 3960 **Desc: FUEL OCT 29 2020 TO MAR 26 2021

YTD Encumbrance .00 YTD Actual 297.89 Total 297.89 YTD Budget 1,000.00 Unearned 702.11-

001-2800-63730 COMMUNICATIONS

03/31/2021 (03/21) Balance 677.02

AP COMMUNITY DIGITAL WIRELESS LLC 43.95

**VendorNo: 4119 **Desc: AIRPORT INTERNET SERVICE

AP AUREON COMMUNICATIONS 31.90

**VendorNo: 100237 **Desc: AIRPORT PHONE SERVICE

YTD Encumbrance .00 YTD Actual 752.87 Total 752.87 YTD Budget 1,000.00 Unearned 247.13-

001-2800-63810 UTILITIES

03/31/2021 (03/21) Balance 3,045.91

AP BLACKHAWK WASTE DISPOSAL CO INC 28.00

**VendorNo: 4695 **Desc: GARBAGE PICKUP

AP EAGLE POINT ENERGY 5 LLC 248.86

**VendorNo: 100628 **Desc: ELECTRIC SERVICE

AP ALLIANT ENERGY 20.38

**VendorNo: 1077 **Desc: ELECTRIC SERVICE

YTD Encumbrance .00 YTD Actual 3,343.15 Total 3,343.15 YTD Budget 5,500.00 Unearned 2,156.85-

001-2800-64950 CONTRACTS

03/31/2021 (03/21) Balance 25,950.06

AP TEGELER AVIATION LLC 2,883.34

**VendorNo: 4705 **Desc: APRIL FBO FEE

YTD Encumbrance .00 YTD Actual 28,833.40 Total 28,833.40 YTD Budget 35,000.00 Unearned 6,166.60-

001-2800-65041 EQUIPMENT

03/31/2021 (03/21) Balance 3,390.99

YTD Encumbrance .00 YTD Actual 3,390.99 Total 3,390.99 YTD Budget 2,500.00 Unearned 890.99

001-2800-65060 OFFICE SUPPLIES

03/31/2021 (03/21) Balance 532.40

AP STOREY KENWORTHY CORP 117.40

**VendorNo: 3520 **Desc: RECORDER

AP QUADIENT FINANCE USA INC 13.13

**VendorNo: 100756 **Desc: POSTAGE 1/9/2021--3/11/2021

AP IA DEPT OF AGRICULTURE 18.00

**VendorNo: 2892 **Desc: FUEL METER LICENSES

YTD Encumbrance .00 YTD Actual 680.93 Total 680.93 YTD Budget 500.00 Unearned 180.93

Grand Totals:

<u>3,510.64</u>	<u>1,136.00-</u>	<u>2,374.64</u>
-----------------	------------------	-----------------

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"-"001280065060"