



Agenda

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

6:30 PM

January 20, 2022

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Consideration of a motion to approve the minutes of the November 18, 2021 minutes

EXPENSE REVIEW

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

FBO REPORT

OLD BUSINESS

- [3.](#) Fuel System
- [4.](#) Pavement Reconditioning Project

NEW BUSINESS

- [5.](#) Discussion on a request by Kyle Rich, Crop Care by Air to place a Portable Office Building at the Oelwein Municipal Airport

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



City of Oelwein
Airport Board
November 18, 2021

The November 18, 2021 meeting of the City of Oelwein Airport Board was called to order at 6:30 by Chairman Bryan.

Present: Nations, Woodraska, Bryan, Bagge
Also Present: Council Liaison Stewart, FBO Tegeler
Absent: Tuchscherer

- Approve Minutes A motion was made by Woodraska, seconded by Bagge to approve the minutes of the September 6, 2021 meeting. All voted aye.
Motion Carried
- FBO Report Tegeler reported he worked on cleaning up storm damage. He removed the cement pad and power pole and took down the NDB shed. Fire Extinguisher checks were also completed. It was noted several extinguishers were outdated and replaced as required.
- A hangar has been rented to a retired National Guard helicopter pilot.
- Tegeler reported he met with Kyle Rich of Crop Care by Air and City Administrator Mulfinger to discuss Rich's plan for improvements to his operation at the airport that may possibly include a hangar and loading area. Bryan requested the full board be involved to discuss future plans at some point.
- Crop Spraying Tegeler was questioned how much fuel was sold during the season. Tegeler believed it to be around 34,000 gallons and said every year is different.
- Wind sock Woodraska noted the invoice from Voltmer was in excess of \$6,000 for replacing the light on the wind sock. He believed it was new about five years ago.
- Bagge asked if an itemized bill for the repair was received. Stewart mentioned emergency funding from the State could have help with the costs but believes the money needed to be applied for prior to repairs being made. It was requested the Airport Manager look further into the matter for possible funding and future needs.
- Crack Sealing/Fuel Bryan reported Aecom Engineers has been hired for the project. He also
Card Reading System stated bids have been received for the fuel card reader system and may possibly be reviewed at the next council meeting.

FY 2022/2023 Budget Discussion was held on the Fiscal Year 2022-2023 budget request. Tegeler prepared a draft request by reviewing budgeted amounts and percentages used. It was noted the equipment is aging, the tractor is a 2006 model and has 2000 hours and utility (electric and lp) costs are going up.

The contract line request is \$38,500 to try to bring it back close to where it was.

Other costs considered are the crack sealing project, rehabilitation of the power shed, and repainting of the runway and ramp.

A motion was made by Bagge, seconded by Nations to submit the budget request as discussed. All voted aye.

Motion Carried

Next Meeting January 20, 2022 at 6:30 was scheduled for the next meeting.

Adjourn A motion was made by Woodraska, seconded by Nations to adjourn at 7:07 P.M. All voted aye.

Motion Carried

Fund	Beg Balance	Revenue	Expense	Transfers	Fund Balance	BANK BALANCE
001 General	774,230.00	159,240.74	156,443.47	(916.67)	776,110.60	
051 County Emergency Manage	15,271.50	192.96	10,520.56	-	4,943.90	
110 Road Use Tax	746,011.12	58,949.94	139,030.66	-	665,930.40	
112 Trust and Agency	646,226.97	16,188.67	103,927.56	-	558,488.08	
113 Flex Spending	1,353.40	1,262.10	1,178.77	-	1,436.73	1,436.73
119 Emergency	22,629.83	579.93	-	-	23,209.76	
120 Sidewalks Repaired/Replaced	-	-	-	-	-	
121 Sales Tax	434,223.05	57,094.17	-	-	491,317.22	
122 Hotel/Motel Tax	53,768.35	24,973.59	-	-	78,741.94	
123 Gas-Electric Franchise Fee	594,494.97	108.78	1,806.88	(21,195.00)	571,601.87	
124 Library Bequest	373,652.87	238.37	-	-	373,891.24	
126 Downtown TIF	185,322.58	1,000.53	1,368.52	-	184,954.59	
127 Industrial Park TIF	47,730.33	-	47,730.33	-	-	
128 Ind Park SubFund TIF East Penn	886,520.70	162.22	-	-	886,682.92	
132 DARE	3,159.35	2,000.00	-	-	5,159.35	
136 Trees Forever	14,255.82	-	-	-	14,255.82	
146 Oelwein Housing Revolving Loan Fund	126,253.15	23.10	-	-	126,276.25	
160 Econ Dev (\$12,500 Wellness Res)	373,094.60	1,476.27	23,634.00	-	350,936.87	
161 IRP Revolving Loan	385,912.54	16,094.07	29,993.20	-	372,013.41	372,866.81
162 Downtown Business Grants	78,616.71	14.39	-	-	78,631.10	
167 Oelwein Volunteer Fire Dept	27,372.01	30,000.00	-	916.67	58,288.68	
177 Forfeit Assets	2,830.59	-	-	-	2,830.59	
200 Debt Service	461,688.10	5,793.80	2,000.00	21,195.00	486,676.90	
201 Water Bondsinking	138,993.01	25.43	16,689.15	16,325.00	138,654.29	
202 Sewer Bondsinking	382,324.42	69.96	31,455.00	56,735.00	407,674.38	
205 Special Assessments	83,789.71	943.64	-	-	84,733.35	
214 2016A GO UR ED Bond Ind Pk Land	-	-	-	-	-	
269 Future Proposed Bond Sale	-	-	-	-	-	
282 CDBG Housing Rehab	554.72	-	-	-	554.72	
285 2009 Bond Sale	-	-	-	-	-	
286 2016B GO Bond (Rise City Port)	-	-	-	-	-	
287 2020 GO Bond	142,443.80	26.06	3,117.12	-	139,352.74	
288 2016D Water Revenue Bond	-	-	-	-	-	
302 Oelwein Housing Teardown	(24,900.00)	-	-	-	(24,900.00)	
305 Airport Grant	(20,201.52)	-	-	-	(20,201.52)	
307 Tri Park Trail Extensions	370,212.48	2,567.74	30,268.70	-	342,511.52	
314 Oel Ind Park E Penn/14th St Ext	149,015.29	27.27	-	-	149,042.56	
360 Cares Act	441,348.28	80.76	-	-	441,429.04	
385 Water Main Rpl 1 Av NE 5 & 12 Av SE	(142,759.90)	18,745.00	85,684.81	-	(209,699.71)	
386 42 Well Rehab	(1,571.00)	-	403.00	-	(1,974.00)	
387 Pave 10th Street SE/Old Road	1,765.62	-	-	-	1,765.62	
397 Railroad Grant-Viaduct	39,380.25	7.21	-	-	39,387.46	
501 Cemetery Perp Care	292,032.18	0.30	-	-	292,032.48	7,032.48
600 Water (2016D Reserve \$67,000)	567,919.74	105,694.50	76,128.51	(16,325.00)	581,160.73	
601 Water Infrastructure Fee	319,658.37	10,809.64	14,791.68	-	315,676.33	
620 Customer Water Deposits	133,525.36	2,700.00	2,766.50	-	133,458.86	
640 Fuel	22,091.19	4,454.18	6,130.00	-	20,415.37	
670 Landfill	20,159.52	48,506.34	31,944.54	-	36,721.32	
671 Recycling	(4,893.37)	6,229.65	157.19	-	1,179.09	
672 ROW Trees Utility Fee	(5,223.69)	8,184.47	431.20	-	2,529.58	
680 Wellness Center	48,225.87	15,360.24	17,067.42	-	46,518.69	
700 Sewer/Waste Treatment	972,706.09	140,699.83	93,993.12	(52,410.00)	967,002.80	
701 Sewer Infrastructure Fee	147,537.15	12.73	-	(4,325.00)	143,224.88	
706 20th Street Lift Station	76,191.16	13.94	-	-	76,205.10	
	10,404,943.27	740,552.52	928,661.89		10,216,833.90	

Fidelity 999-1003 and Community 999-1004 Money Market Accounts	8,867,120.37
CD'S Cemetery \$285,000/Water Deposits \$100,000	385,000.00
Fidelity IRP 999-1001/Flex 999-1002/Cem Perp Bank Ckng 501-1002	380,482.62
Unapplied Accounts Receivable	-
Balance Checking Account 999-1000	584,230.91
Payroll Liabilities	-
	10,216,833.90
	10,216,833.90

Signature:  Date: 1/5/2022

Item 2.

12/1/2021		12/31/2021		11/30/2021	
revenue	expense	transfer in	transfer out		
001-___-4	001-___-6	001-___-49	001-___-69	-	
051-___-4	051-___-6	051-___-49	051-___-69	-	
110-___-4	110-___-6	110-___-49	110-___-69	-	
112-___-4	112-___-6	112-___-49	112-___-69	0.00	
113-___-4	113-___-6	113-___-49	113-___-69	-	
119-___-4	119-___-6	119-___-49	119-___-69	0.00	
120-___-4	120-___-6	120-___-49	120-___-69	-	
121-___-4	121-___-6	121-___-49	121-___-69	-	
122-___-4	122-___-6	122-___-49	122-___-69	-	
123-___-4	123-___-6	123-___-49	123-___-69	(0.00)	
124-___-4	124-___-6	124-___-49	124-___-69	-	
126-___-4	126-___-6	126-___-49	126-___-69	0.00	
127-___-4	127-___-6	127-___-49	127-___-69	-	
128-___-4	128-___-6	128-___-49	128-___-69	0.00	
132-___-4	132-___-6	132-___-49	132-___-69	-	
136-___-4	136-___-6	136-___-49	136-___-69	-	
146-___-4	146-___-6	146-___-49	146-___-69	-	
160-___-4	160-___-6	160-___-49	160-___-69	-	
161-___-4	161-___-6	161-___-49	161-___-69	-	
162-___-4	162-___-6	162-___-49	162-___-69	-	
167-___-4	167-___-6	167-___-49	167-___-69	(916.67)	
177-___-4	177-___-6	177-___-49	177-___-69	-	
200-___-4	200-___-6	200-___-49	200-___-69	(21,195.00)	
201-___-4	201-___-6	201-___-49	201-___-69	(16,325.00)	
202-___-4	202-___-6	202-___-49	202-___-69	(56,735.00)	
205-___-4	205-___-6	205-___-49	205-___-69	-	
214-___-4	214-___-6	214-___-49	214-___-69	-	
269-___-4	269-___-6	269-___-49	269-___-69	-	
282-___-4	282-___-6	282-___-49	282-___-69	-	
285-___-4	285-___-6	285-___-49	285-___-69	-	
286-___-4	286-___-6	286-___-49	286-___-69	-	
287-___-4	287-___-6	287-___-49	287-___-69	-	
288-___-4	288-___-6	288-___-49	288-___-69	-	
302-___-4	302-___-6	302-___-49	302-___-69	-	
305-___-4	305-___-6	305-___-49	305-___-69	-	
307-___-4	307-___-6	307-___-49	307-___-69	-	
314-___-4	314-___-6	314-___-49	314-___-69	-	
360-___-4	360-___-6	360-___-49	360-___-69	-	
385-___-4	385-___-6	385-___-49	385-___-69	-	
386-___-4	386-___-6	386-___-49	386-___-69	-	
387-___-4	387-___-6	387-___-49	387-___-69	-	
397-___-4	397-___-6	397-___-49	397-___-69	-	
501-___-4	501-___-6	501-___-49	501-___-69	0.00	
600-___-4	600-___-6	600-___-49	600-___-69	-	
601-___-4	601-___-6	601-___-49	601-___-69	-	
620-___-4	620-___-6	620-___-49	620-___-69	-	
640-___-4	640-___-6	640-___-49	640-___-69	-	
670-___-4	670-___-6	670-___-49	670-___-69	-	
671-___-4	671-___-6	671-___-49	671-___-69	-	
672-___-4	672-___-6	672-___-49	672-___-69	-	
680-___-4	680-___-6	680-___-49	680-___-69	-	
700-___-4	700-___-6	700-___-49	700-___-69	-	
701-___-4	701-___-6	701-___-49	701-___-69	0.00	
706-___-4	706-___-6	706-___-49	706-___-69	-	
				(95,171.67)	
	584,230.91	9991000 Checking		Revenue check - should equal transfers	
	0.00	9991111 Utility			
	0.00	9991112 Accounts Receivable			
001-1301	0.00	0012120 payroll liabilities			
	0.00	___-2020 accounts payable			
	584,230.91	- Ckg Bal to match			
		Col I Line 62			

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				
	11/30/2021 (11/21) Balance			6,866.00-
AR	Payment Applied - Hangars - KATHERINE McCA		65.00-	
AR	Payment Applied - Hangars - PAUL MARCOTTE		65.00-	
AR	Payment Applied - Hangars - DON BAHE-SUMN		70.00-	
AR	Payment Applied - Hangars - JOHN PEACOCK		65.00-	
AR	Payment Applied - Hangars - DAN SUBY		70.00-	
AR	Payment Applied - Hangars - LARRY WILDEBOE		65.00-	
AR	Payment Applied - Hangars - KEN WOODRASKA		90.00-	
AR	Payment Applied - Hangars - TIM RECKER		70.00-	
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 - 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 - TIM RECKER		140.00-	
AR	Payment Applied - Hangars - KEN WOODRASKA		990.00-	
AR	Payment Applied - Hangars - JOHN PEACOCK		325.00-	
AR	Payment Applied - Hangars - DAN SUBY		350.00-	
AR	Payment Applied - Hangars - LARRY WILDEBOE		130.00-	
YTD Encumbrance	.00 YTD Actual	10,143.00- Total	10,143.00- YTD Budget	16,000.00- Unearned 5,857.00

001-2800-43120 LAND RENT				
	11/30/2021 (11/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	30,000.00- Unearned 30,000.00

001-2800-47053 COURTESY CAR DONATIONS				
	11/30/2021 (11/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00

001-2800-47100 ELECTRICAL REIMBURSEMENT				
	11/30/2021 (11/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00

001-2800-47130 JET A/100LL FUEL REIMBURSEMENT				
	11/30/2021 (11/21) Balance			3,400.01-
YTD Encumbrance	.00 YTD Actual	3,400.01- Total	3,400.01- YTD Budget	4,500.00- Unearned 1,099.99

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-47990 MISC				
	11/30/2021 (11/21) Balance			.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
001-2800-60100 SALARY				
	11/30/2021 (11/21) Balance			47.50
PC	PAYROLL TRANS FOR 12/4/2021 PAY PERIOD	73.92		
YTD Encumbrance	.00 YTD Actual	121.42 Total	121.42 YTD Budget	500.00 Unearned 378.58-
001-2800-63100 BUILDING				
	11/30/2021 (11/21) Balance			12,659.57
AP	HAWKEYE FIRE & SAFETY COMPANY	45.20		
	**Desc: ANNUAL FIRE EXT INSPECTION			
AP	JOHN DEERE FINANCIAL F.S.B.	16.98		
	**Desc: SHOP LIGHTS			
AP	MULGREW OIL CO	476.64		
	**Desc: LP GAS AIRPORT			
YTD Encumbrance	.00 YTD Actual	13,198.39 Total	13,198.39 YTD Budget	2,500.00 Unearned 10,698.39
001-2800-63310 VEHICLE				
	11/30/2021 (11/21) Balance			138.47
YTD Encumbrance	.00 YTD Actual	138.47 Total	138.47 YTD Budget	1,500.00 Unearned 1,361.53-
001-2800-63730 COMMUNICATIONS				
	11/30/2021 (11/21) Balance			378.62
AP	COMMUNITY DIGITAL WIRELESS LLC	43.95		
	**Desc: AIRPORT INTERNET SERVICE			
AP	AUREON COMMUNICATIONS	31.81		
	**Desc: AIRPORT PHONE SERVICE			
YTD Encumbrance	.00 YTD Actual	454.38 Total	454.38 YTD Budget	1,000.00 Unearned 545.62-

Journal	Payee or Description	Debit Amount	Credit Amount	Balance
001-2800-63810 UTILITIES				
	11/30/2021 (11/21) Balance			1,676.22
AP	BLACKHAWK WASTE DISPOSAL CO INC	28.00		
	**Desc: GARBAGE PICKUP			
AP	EAGLE POINT ENERGY 5 LLC	175.12		
	**Desc: ELECTRIC SERVICE			
AP	ALLIANT ENERGY	21.04		
	**Desc: ELECTRIC SERVICE			
YTD Encumbrance	.00 YTD Actual	1,900.38 Total	1,900.38 YTD Budget	5,500.00 Unearned 3,599.62-
001-2800-64950 CONTRACTS				
	11/30/2021 (11/21) Balance			14,705.00
AP	TEGELER AVIATION LLC	2,941.00		
	**Desc: DECEMBER FBO FEE			
YTD Encumbrance	.00 YTD Actual	17,646.00 Total	17,646.00 YTD Budget	35,700.00 Unearned 18,054.00-
001-2800-65041 EQUIPMENT				
	11/30/2021 (11/21) Balance			2,605.78
YTD Encumbrance	.00 YTD Actual	2,605.78 Total	2,605.78 YTD Budget	2,500.00 Unearned 105.78
001-2800-65060 OFFICE SUPPLIES				
	11/30/2021 (11/21) Balance			147.59
AP	QUADIANT FINANCE USA INC	34.69		
	**Desc: POSTAGE 8/31/21--11/3/21			
YTD Encumbrance	.00 YTD Actual	182.28 Total	182.28 YTD Budget	500.00 Unearned 317.72-
Number of transactions: 32 Number of accounts: 14				
		Debit	Credit	Proof
Grand Totals:		3,888.35	3,277.00-	611.35

Report Criteria:

Actual amounts

All accounts

Account.Account number = "001280043110"-001280065060"

CITY OF OELWEIN
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

Item 2.

GENERAL

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AIRPORT</u>						
001-2800-43110	HANGAR RENT	3,277.00	10,143.00	16,000.00	5,857.00	63.4
001-2800-43120	LAND RENT	.00	.00	30,000.00	30,000.00	.0
001-2800-47053	COURTESY CAR DONATIONS	.00	.00	100.00	100.00	.0
001-2800-47130	JET A/100LL FUEL REIMBURSEMENT	.00	3,400.01	4,500.00	1,099.99	75.6
	TOTAL AIRPORT	3,277.00	13,543.01	50,600.00	37,056.99	26.8
	TOTAL FUND REVENUE	3,277.00	13,543.01	50,600.00	37,056.99	26.8

CITY OF OELWEIN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

Item 2.

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
001-2800-60100 SALARY	73.92	121.42	500.00	378.58	24.3
001-2800-63100 BUILDING	538.82	13,198.39	2,500.00	(10,698.39)	527.9
001-2800-63310 VEHICLE	.00	138.47	1,500.00	1,361.53	9.2
001-2800-63730 COMMUNICATIONS	75.76	454.38	1,000.00	545.62	45.4
001-2800-63810 UTILITIES	224.16	1,900.38	5,500.00	3,599.62	34.6
001-2800-64950 CONTRACTS	2,941.00	17,646.00	35,700.00	18,054.00	49.4
001-2800-65041 EQUIPMENT	.00	2,605.78	2,500.00	(105.78)	104.2
001-2800-65060 OFFICE SUPPLIES	34.69	182.28	500.00	317.72	36.5
TOTAL AIRPORT	3,888.35	36,247.10	49,700.00	13,452.90	72.9
TOTAL FUND EXPENDITURES	3,888.35	36,247.10	49,700.00	13,452.90	72.9
NET REVENUE OVER EXPENDITURES	(611.35)	(22,704.09)	900.00	23,604.09	(252.2)



Dick's Petroleum Company

106 3rd Avenue PO Box 729 Tripoli, Iowa 50676

800-334-7867 Fax: 319-882-3499

www.dickspetroleum.com

“WE PUT SERVICE FIRST!”

October 26, 2021

Approved by Council December 13, 2021

Vic Kane
 City Of Oelwein
 20 2nd Ave. SW
 Oelwein, IA 50662
 O:319-283-5440
 C: 319-238-1153
 vkane@cityofuelwein.org

RE: Oelwein Airport EMV & privet card system

Vic,

All of us at Dick's Petroleum Company would like to thank you for the opportunity to quote this project for you. If you have any questions or if I can be of further assistance, please contact me.

Following is our revised estimate on a new PetroVend system that is EMV compatible to take Master Card/Visa and privet cards for your location at the Oelwein Airport. We will be utilizing your existing tanks, pumps, and equipment. We will be adding pulsers to your existing pumps.

Also included is the boring of underground pipe for the electrical portion of this project. You will need to provide the high-speed internet to operate this equipment and it must be installed and up and running before we do our installation.

You will need a managed network router for the EMV portion of the system, and that is through PetroVend that will cost you \$85.00* per month after the first year. The first year is included in this estimate.

The equipment is as follows:

PETROVEND PV300 EMV SYSTEM

- 1-PV300E Fuel island terminal with 7" touchscreen
- 1-EMV + mag stripe card reader
- 1-Secure numeric pin pad
- 1-One-year OASE processing/support fees
- 1-OASE host network onboarding fee
- 1-NBS Network OASE processing flag
- 1-DFS EMV terminal software
- 1-EDGE Gateway for ethernet-PetroVend conversion
- 1-Router for secure internal networking connections to EMV Terminal
- 1-48" pedestal
- 1-Pedestal PCM mounting bracket
- 1-PCM 2-hose master
- 1-Receipt printer
- 1-Misc. cables and adaptors
- 1-Phoenix SQL Lite software
- 1-Phoenix SQL startup fee/tech support
- 2-Pulsers for existing pumps
- 1-Freight

PETROVEND TOTAL **\$22,309.09***

INSTALLATION

- Work with our subcontracted electrician to bore and install underground conduit to the existing pump area.
- Install wiring to operate system
- Get E-Stop functional
- Install new PetroVend equipment
- Work with electrician to wire new PetroVend equipment
- Program new PetroVend equipment
- Install pulsers on your existing 2 pumps
- Install new motor and switch on Jet A reel
- Test operation of new equipment
- Train on new equipment
- General cleanup

INSTALLATION TOTAL

\$17,012.78*

Item 3.

ESTIMATE TOTAL

\$39,321.87*

*Price does not include monthly contract for managed network after the first year, sales tax and Dick's Petroleum Companies terms and conditions apply. Internet and network must be up and running on the day of installation or you will be charged extra.

TERMS AND CONDITIONS

This quotation is good for 30 days and then is subject to supplier price increase. To make sure these prices are still current, call for verification. Any vendor price increases will be forwarded on to the customer with a reasonable markup. We may withdraw this quotation if not accepted within 60 days.

The equipment bid in this quotation carries the manufacturer's warranty only, which will be passed from the seller to the buyer according to the manufacturer's policy. No other warranties are either expressed or inferred.

Only non-union labor is figured in our final quotation price. If for some reason union labor is required, the difference between the cost of non-union and union labor will be the responsibility of the customer.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and or specifications submitted for the above work and completed in a substantial skillful manner for the sum of Thirty-nine thousand three hundred twenty-one and 87/100 dollars (\$39,321.87) plus sales tax.

With payment as follows: Invoicing will begin upon receipt of equipment to Dick's Petroleum Company. Progressive billings will be made not to exceed labor, equipment and services to date. Delivery to our plant for the purpose of convenience and or coordination shall be considered "delivery for billing purposes." Balance due 10 days after invoicing. 1 1/2% per month financing charges, starting the 11th day, will apply to past due accounts and also reasonable legal fees in event of default by either party. This agreement shall be deemed to have been made in Bremer County, Iowa, and, if a dispute arises between

the parties hereto, it is agreed under the terms and provisions of this agreement that the laws of the state of Iowa shall govern and that any litigation will be in the Bremer County District Court.

Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner. The state construction registry provides a listing of all persons or companies furnishing labor or materials who have posted a lien or who may post a lien upon the improved property.

The state construction registry can be found at www.sos.iowa.gov/mnlr, and the toll-free telephone number for the state construction registry is 888-767-8683.

All quotations based on normal conditions. In the event any of the following are encountered and are not made known, Dick's Petroleum Company shall not be held responsible: underground structures, cables, conduits, water, sewer, telephone lines, or any other unknown. Under no circumstances will Dick's Petroleum Company be held responsible for cave-ins, unusual water table levels, sandy soil, rocks, or any developments not encountered under normal circumstances. Any unforeseen problems, changes, alterations, or deviations, to the above-submitted bid, will be done on a time and material basis. Expenses incurred due to inclement weather will be passed onto the customer. Dick's Petroleum is not to be held liable for any state or local laws that may change once contract has been signed. These changes will be billed at time and material. The attached bid is only good on final approval of State Fire Marshall, or other state and or local agencies where applicable. Trade-in of old equipment is figured into this estimate.

Respectfully Submitted,

Michael R. Sprague, Pres

ACCEPTANCE OF PROPOSAL

Item 3.

The above prices, specifications and conditions, are satisfactory and are hereby accepted. You are authorized to do this work as specified. Payment will be made as outlined above.

Print name: _____

Signature: _____

Date: _____



AECOM 319-232-6531 tel
 501 Sycamore Street 319-232-0271 fax
 Suite 222
 Waterloo, Iowa 50703
 www.aecom.com

Item 4.

**DESIGN SERVICES
 REHABILITATE RUNWAY PAVEMENTS
 OELWEIN MUNICIPAL AIRPORT
 OELWEIN, IOWA
 FAA POTENTIAL AIP NO. 3-19-0067-012**

Project Description: See Attached Exhibit A, Scope of Services.

Scope of Services: See Attached Exhibit A, Scope of Services.

Compensation

Compensation for services for the design phase of the project shall be a lump sum fee in the amount of Fifty-Four Thousand Dollars (\$54,000.00). See attached Exhibit B, Consultant Cost Summary.


General Conditions

Except as specifically amended by this Individual Project Agreement, Services shall be provided in accordance with the Consultant Services Agreement for the Oelwein Municipal Airport, entered between AECOM Technical Services, Inc. (ATS), and the City of Oelwein (Client), dated _____.

APPROVED:
 CITY OF OELWEIN, IOWA

APPROVED:
 AECOM TECHNICAL SERVICES, INC.

By _____

By 
 Douglas W. Schindel, P.E.
 Associate Vice President

Date _____

Date January 6, 2022

Approved by Oelwein City Council January 10, 2022



**EXHIBIT A
SCOPE OF SERVICES**

**REHABILITATE RUNWAY PAVEMENTS
OELWEIN MUNICIPAL AIRPORT
OELWEIN, IOWA
FAA POTENTIAL AIP 3-19-0067-012**

I. PROJECT DESCRIPTION

The project is described as the pavement rehabilitation of Runway 13/31, connecting taxiway to the terminal apron and terminal apron concrete pavements at the Oelwein Municipal Airport, Oelwein, Iowa. The project includes rehabilitation of these pavements to include joint and crack sealing, spall repairs, and partial or full concrete panel replacements of these concrete pavements. The final project will be designed around the maximum anticipated federal funding amount of \$415,000.00.

II. GENERAL PROJECT SCOPE

The work to be performed by ATS shall encompass and include detailed work, services, materials, equipment and supplies necessary to provide preliminary design, final plans, project specifications, construction cost estimates and bidding services. Construction-phase services will be determined after the project has been bid and prior to issuance of a federal grant. Work shall be divided into the following tasks:

A. Design Phase

1. **Design Conference.** This task consists of a pre-design conference called by the City of Oelwein (hereinafter referred to as Client) and held between the Client, the Consultant, the FAA, and any other participating or regulatory governmental agency. The purpose of this conference is to define project requirements, finances, schedules, phasing and other pertinent data that affects the scope of work, design standards, presentation of preliminary and final plans and documents. The requirements set forth in this design conference, including design schedule, will be confirmed in writing by the Consultant to the Client, with copies to each participating unit of government.
2. **Data Collection and Review.** This task consists of the collection of existing data applicable to this project and related to the proposed work site. The Airport Master Plan, record drawings of completed projects, and utility information will be compiled as background information for the project.
3. **Subsurface Investigation.** Subsurface Investigation is not part of this agreement.
4. **Field Investigation.** This task consists of a field investigation to collect pavement distresses. Field investigation will identify pavement distress types, limits and location on existing base mapping. No additional topographic survey will be completed for the preparation of the plans for the project.

5. **Preparation of Design Plans.** This task consists of the preparation of the final design plans for this project. The final plans will set forth in detail the requirements of the preliminary design phase, together with the common practice of design and ethical practice of professional engineers. Plans will be prepared in compliance with current Central Region Federal Aviation Administration requirements in effect at the time the plans are prepared. This task includes the preparation of the following:
 - Title Sheet
 - Legend and General Notes
 - Schedule of Drawings
 - Schedule of Quantities
 - General Project Layout
 - Safety and Sequencing Plans
 - Existing Conditions, Pavement Distresses
 - Pavement Repair Details
6. **Final Project Specifications.** This task consists of the preparation of specifications for the project. The specifications will be in compliance with current Central Region Federal Aviation Administration requirements in effect at the time the specifications are prepared.
7. **Construction Safety and Phasing Plan.** This task consists of the preparation of a separate Construction Safety and Phasing Plan (CSPP) in accordance with AIP Sponsor Guide Section 960 and Advisory Circular 150/5370-2F. The draft CSPP will be submitted to FAA for review. A final CSPP will be prepared and submitted that will address comments received. The final CSPP will be included in the project manual.
8. **Airspace Submittal.** This task consists of preparation and submittal of FAA 7460-1 forms electronically through the FAA's OEAAA website for temporary construction items, including contractor's staging area, access routes and construction equipment. Air space forms will be submitted during design phase of project once element locations are defined for FAA determinations to be received prior to anticipated construction start.
9. **Estimate of Probable Construction Cost.** This task consists of the preparation of a detailed estimate of construction costs based upon the detailed plans and specifications. This statement of probable construction cost prepared by the Consultant represents the Consultant's best judgment as a design professional at the time the estimate is drawn. It is recognized, however, that neither the Consultant nor the Client has any control over the cost of labor, materials or equipment; over the contractor's method of determining bid prices; or over competitive bidding or market conditions. Accordingly, the Consultant cannot and does not guarantee that bids will not vary from any statement of Probable Construction Cost or other cost estimates prepared by the Consultant.
10. **Engineering Report.** This task consists of the preparation of an engineering report that relates to the Client and participating governmental agencies, the

fundamental considerations and concepts used in design of the project. Deviation in design and construction standards will be included in the engineering report.

11. **Design Submittals.** This task will involve preparation of the design submittals for this project. A 90% design document including plans, specifications and design report will be submitted for FAA and City review prior to March 16, 2022. The Construction Safety and Phasing Plan (CSPP) will be submitted prior to the 90% design submittal.
12. **Quality Review.** This task consists of the quality review of work elements on the project. During the course of this project, quality reviews will be conducted by senior technical personnel that are not directly involved in the project.
13. **Conferences and Meetings.** This task consists of conferences and meetings in addition to the design conference and the stakeholder meetings that will be attended by the Consultant for the purpose of coordination, information exchange and general understanding of the status and direction of the project.
14. **DBE Program.** This task consists of assisting the Sponsor in preparation of an update to DBE program for this project.
15. **Grant Application.** This task consists of assisting the Sponsor in preparation of grant application.
16. **Bid Assistance.** This task consists of assisting the Client in advertising for and receiving bids, analyzing the bids received and preparing a recommendation to the Client for award of contract.
17. **Pre-Bid Conference.** This task consists of attending and conducting a Pre-Bid Conference at the project site for prospective bidders.
18. **Bid Document Interpretation.** This task consists of answering bid document interpretation questions from bidders, preparing, and issuing any required addenda.
19. **Project Administration.** This task consists of office administration and coordination of the project. Interoffice meetings, general day-to-day administrative responsibilities, and typing of interoffice memoranda and minutes of meetings are included in this task. Prepare up to ten sets of contract documents for distribution to Client, FAA, plan rooms, suppliers and potential bidders. This task also includes providing one electronic copy of the plans and specifications that can be viewed in and printed from Adobe Acrobat.

B. Schedule of Submittals

The following submittals are anticipated for the project:

1. The 90 percent design documents, including plans, specifications and design report, will be submitted for FAA and City review prior to March 16, 2022.

2. The Construction Safety and Phasing Plan (CSPP) will be submitted for FAA and City review prior to the 90 percent design submittal.
3. Final bid documents will be submitted prior to March 28, 2022.
4. The FAA Grant Application will be submitted prior to April 26, 2022.

L:\Secure_DCS\Administration\AGREE\PROF\Oelwein Rehab Runway Pavements.doc

Rehabilitate Runway Pavements

**Oelwein Municipal Airport
Oelwein, Iowa**

FAA AIP 3-19-0067-0012

Engineering Services

Consultant Cost Summary

I. Direct Labor Cost

<u>Category</u>	<u>Hours</u>	<u>Rate/Hour</u>	<u>Amount</u>	
Senior Professional	40	\$96.75	\$3,870.00	
Project Professional	88	\$72.40	\$6,371.20	
Staff Professional	60	\$52.70	\$3,162.00	
Professional	48	\$31.90	\$1,531.20	
CADD Operator II	0	\$37.45	\$0.00	
CADD Operator I	82	\$24.00	\$1,968.00	
Senior Technician	0	\$43.60	\$0.00	
Technician	0	\$30.35	\$0.00	
Project Support	76	\$36.55	<u>\$2,777.80</u>	\$19,680.20
	394			

II. Payroll Burden and Overhead Costs 130.70% \$25,722.02

III. Direct Project Expenses

<u>Category</u>	<u>Units</u>	<u>Rate/Unit</u>	<u>Amount</u>	
Mileage	1500	0.560	840.00	
Per Diem	0	50.00	0.00	
Lodging	0	90.00	0.00	
B/W Copies	5,000	0.06	300.00	
Color Copies	500	0.22	110.00	
Plan Copier	100	0.50	50.00	
EDM Equipment	0	12.50	0.00	
GPS Equipment	0	25.00	0.00	
Miscellaneous, Other			<u>500.00</u>	\$1,800.00

IV. AECOM Estimated Actual Costs \$47,202.22
Rounded \$47,200.00

V. Subcontract Expense \$0.00

VI. Estimated Actual Costs \$47,200.00

VII. Fixed Fee (15% of Items I & II) Rounded \$6,800.00

VIII. Maximum Amount Payable \$54,000.00

Rehabilitate Runway Pavements

**Oelwein Municipal Airport
Oelwein, Iowa**

FAA AIP 3-19-0067-0012

Engineering Services

Staff Hour Estimate

Item No.	Description	Senior Prof	Project Prof	Staff Prof	Prof	CADD Operator II	CADD Operator I	Senior Technician	Technician	Project Support	Totals
1	Design Conference	4									4
2	Data Collection and Review		4	4			8			4	20
3	Subsurface Information										0
4	Field Investigation		4		40		8				52
5	Preparation of Design Plans										0
	1) Title Sheet						2				2
	2,3&4) Legend, General Notes, Schedule of Drawings and Quantities, Seal				4		4				8
	5) General Project Layout				4		8				12
	6) Construction Safety and Operations Plan		8				12				20
	7) Existing Conditions, Pavement Distresses			8			8				16
	8) Pavement Repair Details		4	8			8				20
6	Final Project Specifications		8	24						24	56
7	Construction Safety and Phasing Plan		8				16				24
8	Airspace Submittal			8			8				16
9	Estimate of Probable Construction Cost	4	8								12
10	Engineering Report	4	8							8	20
11	Quality Review	8									8
12	Conferences and Meetings	8		8						8	24
13	DBE Program		24							16	40
14	Grant Application		4								4
15	Bid Assistance		4							4	8
16	Pre-Bid Conference	4									4
17	Bid Document Interpretation		4								4
18	Project Administration	8								12	20
	Total Design Services	40	88	60	48	0	82	0	0	76	394

Tammy Smith

From: Dylan Mulfinger
Sent: Monday, November 29, 2021 9:32 AM
To: Tammy Smith
Subject: FW: Portable Office
Attachments: Office Building Kyle Rich Oelwein Airport.pdf

For the next airport agenda.

Dylan Mulfinger
 City Administrator
 City of Oelwein
 20 2nd Ave SW Oelwein, Iowa 50662
 City Hall- 319-283-5440
 Cell- 319-238-0039



From: Crop Care By Air <kmagair@gmail.com>
Sent: Monday, November 29, 2021 9:06 AM
To: Dylan Mulfinger <dmulfinger@cityofuelwein.org>
Subject: Portable Office

Good morning Dylan,

Attached is a photo copy of the portable office building that we would like to put on the west side of the airport by the community hangar.

The building size is 16' x 48', and we are purchasing it from RGK Portable Buildings in West Union. It will be light gray siding with a white metal roof.

The plan is to have the building in place sometime in March, weather permitting.

Thank you. Let me know if you have any questions.

Sincerely,

Kyle Rich
 Crop Care By Air
 563-880-9641
cropcarebyairusa.com

