



Minutes

Airport Board

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

March 12, 2025 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:35 PM.

ROLL CALL

Present: Bagge, Schares, Woodraska

Absent: Reinking, Council Liaison Anthony Ricchio, Tommy Stewart

APPROVAL OF MINUTES

1. February Minutes.

The board reviewed the minutes from the previous meeting. A motion to approve was made by Schares and seconded by Bagge. The motion passed unanimously.

Follow-up action: The board discussed checking with the city to confirm whether the evacuation letter was sent to the Musketeer aircraft owner.

EXPENSE REVIEW

2. February Expenses.

The board reviewed and approved the expense report. Notable items discussed:

- Cleaning of burner tubes.
- Multiple payments by Brian and associated credit adjustments.
- Confirmation of annual lump sum hangar payments by some members.

A motion to approve the expenses was made by Bagge and seconded by Shares. The motion passed unanimously.

FBO REPORT

Mike Wilhelm was absent, so there were no updates regarding his business operations.

It was noted he appears to be busy with ongoing work.

OLD BUSINESS

3. Airport Contact Information Updates:

- a. Progress has been made in updating contact information on aviation databases.
- b. SkyVector and FAA databases still list the airport as attended and with outdated contact information.
- c. The board will verify if updates have been processed by the next scheduled FAA update cycle.

- d. The board discussed implementing a voicemail system to provide fuel pricing and operational details.
4. Airport Phone Line Transition:
 - a. The board noted the continued payment for an unused airport phone line.
 - b. A recommendation was made to port the number into the city's phone system to reduce costs and improve accessibility.

NEW BUSINESS

5. Fuel Sales and Tank Maintenance:
 - The board reviewed fuel sales, noting a reported revenue of \$1,652.00 in one month.
 - A total of \$8,800 worth of fuel was recently purchased.
 - The board discussed a potential full tank clean-out and confirmed that this might have already been completed.
 - Fuel prices remain competitive, with Oelwein at \$4.87 per gallon, significantly lower than nearby airports.
6. Capital Improvement Plan (CIP) and Equipment Purchases:
 - The board discussed ongoing capital improvement projects.
 - Updates on securing funding for a new tractor were provided.
 - The cement work project remains a priority after the equipment purchases are finalized.
7. Event Planning and Community Engagement:
 - Discussion on hosting a food truck event to attract pilots and visitors.
 - Targeting a Thursday evening in May for the first event.
 - Considering EAA collaboration for potential aircraft rides and community engagement.

SCHEDULE NEXT MEETING DATE

The next meeting is scheduled for April 16, 2025, at 6:30 PM, instead of the usual second Wednesday, to accommodate scheduling conflicts.

ADJOURNMENT

A motion to adjourn was made by Shares and seconded by Bagge. The motion passed unanimously. The meeting adjourned at 6:55 PM.