



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

February 20, 2025 - 6:30 PM

CALL TO ORDER

Woodraska called the meeting to order at 6:32 PM.

ROLL CALL

Present: Bagge, Schares, Reinking, Woodraska, and Council Liaison Anthony Ricchio.

Absent: Tommy Stewart

APPROVAL OF MINUTES

1. December Minutes.

The board reviewed the minutes from the previous meeting.

A motion to approve was made by Reinking and seconded by Schares. All aye. Motion carried.

EXPENSE REVIEW

2. December Expenses.
3. January Expenses.

The board reviewed and approved the expense reports. No significant concerns were noted.

A motion to approve the expenses was made by Schares and seconded by Reinking. All aye. Motion carried.

OLD BUSINESS

4. Revisiting city sending a Notice to Evacuate letter to non-airworthy aircraft in hangar.

The board discussed sending a notice to evacuate a non-airworthy plane, with a new request for a hangar now on the waitlist.

- The last recorded annual check for the aircraft was December 7, 2021, indicating it is no longer compliant.
- The board recommended that a letter be sent by the city, giving the owner a deadline to either make the aircraft airworthy or vacate the hangar.

NEW BUSINESS

5. Talk about fuel prices, system issues, response to issues and receipts.

- Fuel Prices & System Improvements:
 - The city decided to adjust fuel pricing by a 10% margin to encourage more fuel sales.
 - Additional signage was proposed to clarify pump assignments and fuel types to avoid confusion.
 - Discussion on implementing a voicemail system at the airport phone line with updated fuel pricing and contact information for assistance.
- Airport Communication & Infrastructure:

- The board discussed transferring the airport phone number to the city's existing phone system for better management.
- Plans to ensure fiber internet installation at the airport were also addressed to improve communication reliability.
- Hangar Receipt System:
 - The board reviewed issues regarding fuel receipts and discussed adding a sign instructing users to insert their card for a receipt.
 - Ensuring that pilots have access to receipts for proper record-keeping was deemed essential.
- Airport Lighting System:
 - The lighting system was tested and found operational, but minor radio interference was reported.
 - Discussion on ensuring pilots have the correct procedures for activating runway lights.

SCHEDULE NEXT MEETING DATE

March 12, 2025 at 6:30PM

ADJOURNMENT

A motion to adjourn at 7:29 PM was made by Shares and seconded by Reinking. All aye. Motion carried.