



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

November 12, 2025 - 6:30 PM

CALL TO ORDER

The meeting was called to order at 6:30 PM.

ROLL CALL

Present: Reinking, Schares, Woodraska, Bagge

Absent: Brackett, Ricchio

APPROVAL OF MINUTES

1. October Minutes.

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

The board discussed recurring issues with inaccurate minutes from recent months and will follow up with staff to resolve errors. A recorder malfunction was considered but not confirmed.

EXPENSE REVIEW

2. October Expenses.

Board reviewed airport expenses, including:

- Hawkeye Fire & Safety inspection costs
- Fuel purchase and sales totals
- Replacement photo-eye units for hangar doors

Expenses approved unanimously.

FBO REPORT

- The board expressed satisfaction with improved communications and service from Sky Valley Aviation.
- The FBO lease was renewed at \$650 per month.
- Positive feedback was shared regarding annual inspections and repair practices.
- Clarification was made that large new snow-removal equipment has arrived and will likely be stored on-site.

OLD BUSINESS

Board discussed pilot feedback regarding outdated online fuel listings. Items needing updating:

- 24-hour access information
- Courtesy car availability
- Local hotel list
- Local restaurants/services

Board Member Reinking noted he can access the ForeFlight Directory backend and submit updates.

Airport Facility Items discussed:

- Condition and location of fire extinguishers; high annual inspection costs.
- Potential for local fire department certification options.
- Hangar numbering corrections completed by staff.
- Heater performance in the terminal hangar; follow-up needed.

Discussion of Pavement Issues Near Hangars

There was extensive board discussion regarding:

- Heaving caused by poor soil conditions under existing concrete.
- “Keyway” joint under hangar structures contributing to freeze-thaw movement.
- Potential need for removal/replacement of first panels during rehabilitation.

Engineer stated soil borings and evaluation will be part of the design.

Fuel Sales & Airport Activity

- High fuel sales reported—approximately \$113,000 in recent billing.
- Increased transient traffic due to competitive fuel pricing.
- Multiple larger aircraft (including turboprops) have visited the airport in recent weeks.

NEW BUSINESS

3. Consideration of a motion appointing a new chair/joint chair.

Board unanimously approved the idea of rotating monthly chairmanship among members. A preliminary rotation schedule will be drafted beginning January 2026.

4. Discussion with David Hughes on Airport CIP projects.

Capital Improvement Plan (CIP) Update

The Airport Engineer provided a detailed update on FAA’s Capital Improvement Plan:

- **Taxiway Rehabilitation:**
The FAA has approved the next phase of design work for rehabilitation of the taxi lanes and pavement near the hangars. Construction is expected in spring. The project includes reconstruction or rehabilitation as needed to address cracking, heaving, and degraded pavement conditions.
- **Funding Overview:**
 - The airport receives \$150,000 per year in FAA entitlement funds.
 - Approximately \$200,000 remains in supplemental FAA bill funding.
 - Future allocations beyond FY2025 are not yet guaranteed.
- **Next FAA-Priority Projects:**
 1. PAPI System Replacement – Approximately \$221,000, including FAA flight check. Rated high priority for safety (NPR 73).
 2. T-Hangars – Very low FAA priority (NPR 24).
 3. Airport Master Plan Update – Will study taxiway reconfiguration, traffic patterns, and long-term planning.

- Fuel Farm Discussion:
Board discussed whether improved containment or modernization might raise the priority rating to allow FAA participation. Engineer will consult with the state/FAA planner to see if funding pathways exist.
- Parallel Taxiway Considerations:
A discussion was held about potential long-term need for a south-side taxiway to reduce back-taxiing during peak crop-spraying season. Traffic counts may not justify FAA funding at this time.

5. Discussion on the airport budget.

SCHEDULE NEXT MEETING DATE

Board discussed:

- Potential to skip December and other low-activity winter months.
- Holding meetings only when meaningful airport business is pending.

No meeting in December; next meeting on January 14, 2026 at 6:30.

ADJOURNMENT

A motion to adjourn was made by Bagge and seconded by Shares. Motion carried. The meeting adjourned at 6:59 PM.