



# Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

November 13, 2024 - 6:30 PM

## CALL TO ORDER

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

## ROLL CALL

Present: Woodraska, Bagge, Schares, and Reinking

Also Present: Assistant Airport Manager Tommy Stewart, Fixed Base Operator (FBO) Mike Wilhelm, Ricchio

Absent: NA

## APPROVAL OF MINUTES

1. October Minutes.

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

## EXPENSE REVIEW

2. October Expenses.

The board reviewed the October expenses. Topics discussed included:

- Expenses from waste management for clearing the fuel hangar.
- Repairs and service visits, such as fixing the hangar door.
- Reports of fuel system usage and pending improvements.

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

## FBO REPORT

Mike Wilhelm provided his first report as FBO, mentioning:

- Two planes undergoing inspections and more scheduled for the coming months.
- Operational updates on hangar usage and leasing terms.
- The board discussed tracking plane arrivals and departures and their impact on FAA assessments.

## OLD BUSINESS

3. Transitional report on the Fixed Base Operator hangar, terminal, and fuel system.

Updates on the Fixed Base Operator hangar, terminal, and fuel system were provided. The board also discussed:

- Fuel system functionality and user issues.
- Cleaning and maintenance schedules for the terminal.
- The installation of equipment such as televisions and signage.

## **NEW BUSINESS**

4. Discussion on ideas to enhance transit pilot numbers.

Ideas for attracting more pilots included hosting events like food truck fly-ins or themed gatherings (e.g., root beer floats or barbecues). An RC show was also suggested.

5. Discuss lease policy per FAA guidelines for hangars.

The board reviewed FAA guidelines and discussed:

- Storage of non-aeronautical items in hangars.
- Potentially introducing inspection schedules and updating lease agreements to comply with federal regulations.
- Setting clearer rules for operational aircraft and insurance requirements.

## **SCHEDULE NEXT MEETING DATE**

The next meeting was scheduled for December 11, 2024, at 6:30 PM.

## **ADJOURNMENT**

A motion to adjourn was made by Reinking and seconded by Bagge. The motion passed unanimously. The meeting adjourned at approximately 7:30 PM.