



## 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- b. SkyVector and FAA databases still list the airport as attended and with outdated contact information.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.