



AGENDA
OSKALOOSA AIRPORT COMMISSION
Oskaloosa Municipal Airport
2973 Urbana Avenue
4:30 P.M.

Monday April 3, 2023

1. ROLL CALL:
Steve Brown, James Johnson, Kraig Van Hulzen, Larry Lewis
2. APPROVAL OF MINUTES
3. FINANCIAL REPORT
4. REVIEW AND APPROVE BILLS
5. MANAGER'S REPORT
6. OLD BUSINESS
 - a) New fuel system, award bid
 - b) Taxiway patching project
 - c) Repaint runways and taxiways
7. NEW BUSINESS
 - a) Repair gutter on house
 - b) May meeting date
8. ADJOURN

NOTE: MEETING WILL BE CANCELLED IF A QUORUM IS NOT PRESENT AT 4:45 p.m. If you require special accommodations, please contact the city manager's office at least twenty-four hours prior to the meeting at 641.673.9431.

MINUTES
OSKALOOSA AIRPORT COMMISSION
March 2, 2023

Meeting of the Oskaloosa Airport Commission was called to order at 4:30 p.m. on Monday, March 2, 2023.

- 1) ROLL CALL: Roll was taken with the following present: Steve Brown, Larry Lewis, James Johnson, Kraig Van Hulzen, and Shane Vande Voort [Classic Aviation].
- 2) APPROVAL OF THE MINUTES: Moved by Larry Lewis and seconded by James Johnson to approve the minutes of the February 6, 2023 meeting. Motion carried.
- 3) FINANCIAL REPORT: Moved by Kraig Van Hulzen and seconded by Larry Lewis to approve the financial report. Motion carried.
- 4) REVIEW AND APPROVE BILLS: Moved by Kraig Van Hulzen and seconded by James Johnson to pay bills totaling \$8,542.89. Motion carried.
- 5) MANAGER'S REPORT: See attached.
- 6) OLD BUSINESS:
 - a) Taxiway patching project: No report.
 - b) New fuel system: A special meeting was scheduled for Monday, March 27th at 2:00 pm at City Hall to hold a public hearing, approve the plan specifications and form of contract, and award the bid.
 - c) Repaint runways and taxiways: The application for a grant amendment to the taxiway patching project has been forwarded to the FAA.
 - d) Washing machine in house: The new washer and dryer have been installed.
- 7) NEW BUSINESS:
 - a) Corvette Club event: The Des Moines Corvette Club submitted a request to hold a timed event on the north taxiway. However, the request was withdrawn when informed of the likely opposition by the FAA.
 - b) April meeting date: The date of Monday, April 3rd was acceptable to everyone.
8. ADJOURN: Kraig Van Hulzen moved to adjourn at 4:45 p.m. James Johnson seconded. Motion carried.

MINUTES
OSKALOOSA AIRPORT COMMISSION
March 27, 2023

A special meeting of the Oskaloosa Airport Commission was called to order at 2:05pm on Monday, March 27, 2023 at the Oskaloosa City Hall.

1. Roll call: Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, James Johnson, City Manager Amal Eltahir and Erin Van Roekel [Garden & Associates]
2. New Business:
 - a. Public hearing for the proposed new fuel system: Chairman Steve Brown opened the public hearing. There being no one present to discuss the new fuel system, James Johnson moved to close the public hearing. Kraig Van Hulzen seconded. Motion carried.
 - b. Approve plan specifications and form of contract for the proposed new fuel system: Erin Van Roekel of Garden & Associates presented the material. The acceptance of bids has been delayed one week so bidders will have more time to obtain the information needed. The proposed completion date is May 31, 2024. Kraig Van Hulzen moved to approve the plan specifications and form of contract. James Johnson seconded. Motion carried.
3. Adjourn: Kraig Van Hulzen moved to adjourn at 2:13pm. James Johnson seconded. Motion carried.



Tyler Technologies

DEPT YTD BALANCE SHEETS

For Period Ending: 02/28/2023

Account	Name	Fiscal Beginning Balance	Period Activity	YTD Activity	Current Balance
Fund: 660 - AIRPORT FUND					
Assets					
660-1119	CLAIM ON CASH	858.38	21,793.75	19,222.65	20,081.03
660-1160	INVESTMENTS	394,578.34	-7,410.95	-75,381.47	319,196.87
	Total Assets:	395,436.72	14,382.80	-56,158.82	339,277.90
Liability					
660-2029	ACCOUNTS PAYABLE (PENDING)	0.00	-2,162.56	3,544.69	3,544.69
	Total Liability:	0.00	-2,162.56	3,544.69	3,544.69
Equity					
660-3990	FUND EQUITY	395,436.72	0.00	0.00	395,436.72
	Total Beginning Equity:	395,436.72	0.00	0.00	395,436.72
Total Revenue		0.00	23,390.05	60,483.37	60,483.37
Total Expense		0.00	6,844.69	120,186.88	120,186.88
	Total Equity and Current Surplus (Deficit):	395,436.72	16,545.36	-59,703.51	335,733.21
	Total Liabilities, Equity and Current Surplus (Deficit):	395,436.72	14,382.80	-56,158.82	339,277.90



MONTHLY DEPARTMENT DETAIL REPORT

Account Detail

Date Range: 02/01/2023 - 02/28/2023

Account	Name	Beginning Balance	Total Activity	Ending Balance			
Fund: 660 - AIRPORT FUND							
Activity: 8035 - AIRPORT							
660-8035-6331000	VEHICLE OPERATIONS	1,817.10	85.25	1,902.35			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
02/28/2023	APPKT0004897	126152	74794	Supplies - Airport	000940 - Arnold Motor Supply	85.25	1,902.35
660-8035-6371000	ELECTRIC/GAS EXPENSE	11,562.24	3,188.04	14,750.28			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
02/28/2023	APPKT0004897	30841	74785	LP gas - Airport	000400 - Allied Gas & Chemical Co Inc	1,987.03	13,549.27
02/28/2023	APPKT0004897	30847	74785	LP gas - Airport	000400 - Allied Gas & Chemical Co Inc	753.79	14,303.06
02/28/2023	APPKT0004897	536424697	74855	Utilities	009367 - MidAmerican Energy	349.74	14,652.80
02/28/2023	APPKT0004897	536432390	74855	Utilities	009367 - MidAmerican Energy	97.48	14,750.28
660-8035-6373000	TELECOMMUNICATIONS EXPENSE	1,273.95	150.80	1,424.75			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
02/28/2023	APPKT0004897	INV0057803	74891	Telephone services	007285 - Windstream	81.20	1,355.15
02/28/2023	APPKT0004897	INV0057804	74891	Telephone services	007285 - Windstream	69.60	1,424.75
660-8035-6374000	WATER/SEWER EXPENSE	298.20	30.50	328.70			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
02/28/2023	APPKT0004897	INV0057650	74847	Utilities	008881 - Mahaska Rural Water Systems Inc	30.50	328.70
660-8035-6491000	MANAGER FEE	23,100.00	3,300.00	26,400.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
02/28/2023	GLPKT08250	JN22747		JE 106 CLASSIC AVIATION		3,300.00	26,400.00
660-8035-6499000	OTHER CONTRACTUAL SERVICES	1,516.95	90.10	1,607.05			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
02/28/2023	APPKT0004897	481384	74859	Waste removal - Airport	007655 - Kal Services Inc	90.10	1,607.05
Total Activity: 8035 - AIRPORT:		Beginning Balance: 39,568.44	Total Activity: 6,844.69		Ending Balance: 46,413.13		
Total Fund: 660 - AIRPORT FUND:		Beginning Balance: 39,568.44	Total Activity: 6,844.69		Ending Balance: 46,413.13		

MONTHLY DEPARTMENT DETAIL REPORT

Date Range: 02/01/2023 - 02/28/2023

Account	Name				Beginning Balance	Total Activity	Ending Balance	
Fund: 664 - AIRPORT FUEL TANK PROJECT								
Activity: 8035 - AIRPORT								
664-8035-6490000		OTHER PROFESSIONAL SERVICES				6,660.00	4,995.00	11,655.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance	
02/28/2023	APPKT0004897	44944	74821	Professional services - Airport fuel tank pr...	005060 - Garden & Associates LTD	4,995.00	11,655.00	
Total Activity: 8035 - AIRPORT:						Beginning Balance: 6,660.00	Total Activity: 4,995.00	Ending Balance: 11,655.00
Total Fund: 664 - AIRPORT FUEL TANK PROJECT:						Beginning Balance: 6,660.00	Total Activity: 4,995.00	Ending Balance: 11,655.00
Grand Totals:						Beginning Balance: 46,228.44	Total Activity: 11,839.69	Ending Balance: 58,068.13

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - AIRPORT FUND	39,568.44	6,844.69	46,413.13
664 - AIRPORT FUEL TANK PROJECT	6,660.00	4,995.00	11,655.00
Grand Total:	46,228.44	11,839.69	58,068.13



DEPARTMENT EXPENSE REPORT

Account Summary

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 660 - AIRPORT FUND								
ObjectCat: 63 - REPAIR, MAINTENANCE & UTILITIES								
660-8035-6310000	BUILDING MAINTENANCE & REPAIR	30,000.00	30,000.00	0.00	18,379.43	0.00	11,620.57	61.26 %
660-8035-6320000	GROUNDS MAINTENANCE & REPAIR	20,000.00	20,000.00	0.00	2,199.00	0.00	17,801.00	11.00 %
660-8035-6331000	VEHICLE OPERATIONS	2,500.00	2,500.00	85.25	1,902.35	0.00	597.65	76.09 %
660-8035-6332000	VEHICLE REPAIR	2,500.00	2,500.00	0.00	2,894.69	0.00	-394.69	115.79 %
660-8035-6371000	ELECTRIC/GAS EXPENSE	17,000.00	17,000.00	3,188.04	14,750.28	0.00	2,249.72	86.77 %
660-8035-6373000	TELECOMMUNICATIONS EXPENSE	2,500.00	2,500.00	150.80	1,424.75	0.00	1,075.25	56.99 %
660-8035-6374000	WATER/SEWER EXPENSE	600.00	600.00	30.50	328.70	0.00	271.30	54.78 %
	ObjectCat: 63 - REPAIR, MAINTENANCE & UTILITIES Total:	75,100.00	75,100.00	3,454.59	41,879.20	0.00	33,220.80	55.76 %
ObjectCat: 64 - CONTRACTUAL SERVICES								
660-8035-6402000	ADVERTISING EXPENSE	50.00	50.00	0.00	9.61	0.00	40.39	19.22 %
660-8035-6405000	COURT & RECORDING FEES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
660-8035-6408000	INSURANCE EXPENSE	15,249.00	15,249.00	0.00	15,477.00	0.00	-228.00	101.50 %
660-8035-6413000	PAYMENTS TO OTHER AGENCIES	195.00	195.00	0.00	0.00	0.00	195.00	0.00 %
660-8035-6490000	OTHER PROFESSIONAL SERVICES	500.00	500.00	0.00	90.10	0.00	409.90	18.02 %
660-8035-6491000	MANAGER FEE	39,600.00	39,600.00	3,300.00	26,400.00	0.00	13,200.00	66.67 %
660-8035-6499000	OTHER CONTRACTUAL SERVICES	1,500.00	1,500.00	90.10	1,607.05	0.00	-107.05	107.14 %
	ObjectCat: 64 - CONTRACTUAL SERVICES Total:	57,094.00	57,094.00	3,390.10	43,583.76	0.00	13,510.24	76.34 %
ObjectCat: 65 - COMMODITIES								
660-8035-6507000	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	205.70	0.00	794.30	20.57 %
660-8035-6508000	POSTAGE/SHIPPING	25.00	25.00	0.00	0.00	0.00	25.00	0.00 %
660-8035-6515000	COPIES/COPYING	20.00	20.00	0.00	0.00	0.00	20.00	0.00 %
	ObjectCat: 65 - COMMODITIES Total:	1,045.00	1,045.00	0.00	205.70	0.00	839.30	19.68 %
ObjectCat: 67 - CAPITAL OUTLAY								
660-8035-6710000	VEHICLES	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	0.00 %
660-8035-6727000	OTHER CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ObjectCat: 67 - CAPITAL OUTLAY Total:	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	0.00 %
ObjectCat: 69 - TRANSFERS								
660-8035-6910662	TRANSFER OUT	36,600.00	36,600.00	0.00	34,518.22	0.00	2,081.78	94.31 %
660-8035-6910663	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
660-8035-6910664	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ObjectCat: 69 - TRANSFERS Total:	36,600.00	36,600.00	0.00	34,518.22	0.00	2,081.78	94.31 %
	Fund: 660 - AIRPORT FUND Total:	214,839.00	214,839.00	6,844.69	120,186.88	0.00	94,652.12	55.94 %

DEPARTMENT EXPENSE REPORT

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 661 - AIRPORT PROJECT FUND								
ObjectCat: 64 - CONTRACTUAL SERVICES								
661-8035-6413000	PAYMENTS TO OTHER AGENCIES	250,000.00	250,000.00	0.00	64,719.70	0.00	185,280.30	25.89 %
661-8035-6490000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 64 - CONTRACTUAL SERVICES Total:		250,000.00	250,000.00	0.00	64,719.70	0.00	185,280.30	25.89 %
ObjectCat: 67 - CAPITAL OUTLAY								
661-8035-6730000	LAND	1,700,000.00	1,700,000.00	0.00	0.00	0.00	1,700,000.00	0.00 %
ObjectCat: 67 - CAPITAL OUTLAY Total:		1,700,000.00	1,700,000.00	0.00	0.00	0.00	1,700,000.00	0.00 %
ObjectCat: 69 - TRANSFERS								
661-8035-6910001	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 69 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 661 - AIRPORT PROJECT FUND Total:		1,950,000.00	1,950,000.00	0.00	64,719.70	0.00	1,885,280.30	3.32 %
Fund: 662 - 2022 AIRPORT TAXIWAY REHABILITATION								
ObjectCat: 64 - CONTRACTUAL SERVICES								
662-8035-6490000	OTHER PROFESSIONAL SERVICES	31,976.00	31,976.00	0.00	23,293.36	0.00	8,682.64	72.85 %
ObjectCat: 64 - CONTRACTUAL SERVICES Total:		31,976.00	31,976.00	0.00	23,293.36	0.00	8,682.64	72.85 %
ObjectCat: 67 - CAPITAL OUTLAY								
662-8035-6792000	STREET - PRESERVATION	334,024.00	334,024.00	0.00	322,594.35	0.00	11,429.65	96.58 %
ObjectCat: 67 - CAPITAL OUTLAY Total:		334,024.00	334,024.00	0.00	322,594.35	0.00	11,429.65	96.58 %
ObjectCat: 69 - TRANSFERS								
662-8035-6910660	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 69 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 662 - 2022 AIRPORT TAXIWAY REHABILITATION Total:		366,000.00	366,000.00	0.00	345,887.71	0.00	20,112.29	94.50 %
Fund: 663 - AIRPORT 2019 PAVEMENT REHABILITATION								
ObjectCat: 64 - CONTRACTUAL SERVICES								
663-8035-6490000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 64 - CONTRACTUAL SERVICES Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 67 - CAPITAL OUTLAY								
663-8035-6792000	STREET - PRESERVATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 67 - CAPITAL OUTLAY Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 69 - TRANSFERS								
663-8035-6910660	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 69 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 663 - AIRPORT 2019 PAVEMENT REHABILITATION Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %

DEPARTMENT EXPENSE REPORT

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 664 - AIRPORT FUEL TANK PROJECT								
ObjectCat: 64 - CONTRACTUAL SERVICES								
664-8035-6490000	OTHER PROFESSIONAL SERVICES	0.00	0.00	4,995.00	11,655.00	0.00	-11,655.00	0.00 %
	ObjectCat: 64 - CONTRACTUAL SERVICES Total:	0.00	0.00	4,995.00	11,655.00	0.00	-11,655.00	0.00 %
ObjectCat: 67 - CAPITAL OUTLAY								
664-8035-6727000	OTHER CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ObjectCat: 67 - CAPITAL OUTLAY Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
ObjectCat: 69 - TRANSFERS								
664-8035-6910660	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ObjectCat: 69 - TRANSFERS Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Fund: 664 - AIRPORT FUEL TANK PROJECT Total:	0.00	0.00	4,995.00	11,655.00	0.00	-11,655.00	0.00 %
	Report Total:	2,530,839.00	2,530,839.00	11,839.69	542,449.29	0.00	1,988,389.71	21.43 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
660 - AIRPORT FUND	214,839.00	214,839.00	6,844.69	120,186.88	0.00	94,652.12	55.94 %
661 - AIRPORT PROJECT FUND	1,950,000.00	1,950,000.00	0.00	64,719.70	0.00	1,885,280.30	3.32 %
662 - 2022 AIRPORT TAXIWAY REH.	366,000.00	366,000.00	0.00	345,887.71	0.00	20,112.29	94.50 %
663 - AIRPORT 2019 PAVEMENT RE	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
664 - AIRPORT FUEL TANK PROJECT	0.00	0.00	4,995.00	11,655.00	0.00	-11,655.00	0.00 %
Report Total:	2,530,839.00	2,530,839.00	11,839.69	542,449.29	0.00	1,988,389.71	21.43 %

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - AIRPORT FUND	-37,093.32	-23,390.05	-60,483.37
661 - AIRPORT PROJECT FUND	-28,057.32	-5,820.95	-33,878.27
Grand Total:	-65,150.64	-29,211.00	-94,361.64

Classic Aviation @OOA

Monthly report February 2023

Prepared by Shane Vande Voort

Fuel Sales 100LL (\$5.95) 99 gallons Jet A (\$5.75) 0 gallons

Total Fuel Sales gallons 99

Total Owed OOA – \$4.95

- The shop continues to be busy, we are actively recruiting mechanics.
- We continue to be interested in hosting a fly-in at the airport and have been talking to various potential partners for an event
- We are excited about the self-serve fuel system and see it as a good fit for the future of the airport.
- The Iowa Department of Transportation office of Aviation economic impact report has been released with some great information about Iowa's airports including OOA's \$2 million per year impact on the economy. More information can be found at this link: https://secure.iowadot.gov/aviation/data_driven/publications/EconomicImpactReport/EIROOA.pdf