



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

Monday, November 6, 2023

1. ROLL CALL:
___ Steve Brown, ___ James Johnson, ___ 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
 - b) PMMIC underground tank insurance renewal
 - c) New LED bulbs and fixtures
7. NEW BUSINESS
 - a.) CIP data sheet
 - b.) Capital equipment replacement schedule
 - c.) December 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
October 2, 2023

Meeting of the Oskaloosa Airport Commission was called to order at 4:31 p.m. on Monday, October 2, 2023.

1. ROLL CALL: Roll was taken with the following present: Steve Brown, Larry Lewis, James Johnson, 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 September meeting. Motion carried.
3. FINANCIAL REPORT: Moved by James Johnson and seconded by Larry Lewis to approve the financial report. Motion carried.
4. REVIEW AND APPROVE BILLS: Moved by Larry Lewis and seconded by James Johnson to pay bills totaling \$11,021.66. Motion carried.
5. MANAGER'S REPORT: See attached.
6. OLD BUSINESS:
 - a. New fuel system: No report
 - b. PMMIC underground tank insurance renewal: Shane Vande Voort reported that the renewal application is being completed and will be submitted digitally. Payment of the premium was approved with the monthly bills.
7. NEW BUSINESS:
 - a. New LED bulbs and fixtures: Shane Vande Voort is researching the possibility of replacing some of the landing lights with LED bulbs. There may be a problem with operating at low temperatures.
 - b. November meeting date: The date of Monday, November 6th was acceptable to everyone.
8. ADJOURN: James Johnson moved to adjourn at 5:00 p.m. Larry Lewis seconded. Motion carried.

Classic Aviation @OOA

Monthly report September 2023

Prepared by Shane Vande Voort

Fuel Sales 100LL (\$5.95) 231.4 gallons Jet A (\$5.75) 452.4 gallons

Total Fuel Sales gallons 638.4

Total Owed OOA – \$34.19

- The shop continues to be busy, we are actively recruiting mechanics.
- We still feel self-serve full will be a good addition to the airport
- The mowing equipment has been working well



Tyler Technologies

DEPT YTD BALANCE SHEETS

For Period Ending: 09/30/2023

Account	Name	Fiscal Beginning Balance	Period Activity	YTD Activity	Current Balance
Fund: 660 - AIRPORT FUND					
Assets					
660-1119	CLAIM ON CASH	48.06	3,364.80	17,764.82	17,812.88
660-1160	INVESTMENTS	267,900.66	-22,171.97	-58,441.05	209,459.61
	Total Assets:	267,948.72	-18,807.17	-40,676.23	227,272.49
Liability					
660-2029	ACCOUNTS PAYABLE (PENDING)	0.00	6,494.19	6,502.63	6,502.63
	Total Liability:	0.00	6,494.19	6,502.63	6,502.63
Equity					
660-3990	FUND EQUITY	267,948.72	0.00	0.00	267,948.72
	Total Beginning Equity:	267,948.72	0.00	0.00	267,948.72
Total Revenue		0.00	10,817.75	12,573.78	12,573.78
Total Expense		0.00	36,119.11	59,752.64	59,752.64
	Total Equity and Current Surplus (Deficit):	267,948.72	-25,301.36	-47,178.86	220,769.86
	Total Liabilities, Equity and Current Surplus (Deficit):	267,948.72	-18,807.17	-40,676.23	227,272.49



REVENUE DETAIL REPORT

Account Detail

Date Range: 09/01/2023 - 09/30/2023

Account	Name		Beginning Balance	Total Activity	Ending Balance	
Fund: 660 - AIRPORT FUND						
Activity: 8035 - AIRPORT						
660-8035-1-4750000		MERCHANDISE SALES		-23.11	-11.37	-34.48
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account
09/13/2023	GLPKT08631	JN23663		R14183 Classic Aviation Reimburse LP g...		
						Amount
						Running Balance
						-11.37
						-34.48
660-8035-2-4710000		REIMBURSEMENTS		0.00	-9,977.35	-9,977.35
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account
09/13/2023	GLPKT08631	JN23663		R14183 Classic Aviation Reimburse LP g...		
						Amount
						Running Balance
						-9,977.35
						-9,977.35
660-8035-4-4300000		INTEREST		-1,730.92	-828.03	-2,558.95
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account
09/29/2023	GLPKT08656	JN23711		JE 036 MWO SAVINGS INTEREST		
09/29/2023	GLPKT08656	JN23714		JE 039 IPAIT INTEREST		
						Amount
						Running Balance
						-307.26
						-2,038.18
						-520.77
						-2,558.95
660-8035-4-4312000		FACILITY RENT		-2.00	-1.00	-3.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account
09/29/2023	GLPKT08646	JN23683		JE 033 CLASSIC AVIATION		
						Amount
						Running Balance
						-1.00
						-3.00
Total Activity: 8035 - AIRPORT:				Beginning Balance: -1,756.03	Total Activity: -10,817.75	Ending Balance: -12,573.78
Total Fund: 660 - AIRPORT FUND:				Beginning Balance: -1,756.03	Total Activity: -10,817.75	Ending Balance: -12,573.78
Fund: 661 - AIRPORT PROJECT FUND						
Activity: 8035 - AIRPORT						
661-8035-4-4300000		INTEREST		-22,010.17	-10,772.72	-32,782.89
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account
09/29/2023	GLPKT08656	JN23711		JE 036 MWO SAVINGS INTEREST		
09/29/2023	GLPKT08656	JN23714		JE 039 IPAIT INTEREST		
						Amount
						Running Balance
						-2,735.44
						-24,745.61
						-8,037.28
						-32,782.89
Total Activity: 8035 - AIRPORT:				Beginning Balance: -22,010.17	Total Activity: -10,772.72	Ending Balance: -32,782.89
Total Fund: 661 - AIRPORT PROJECT FUND:				Beginning Balance: -22,010.17	Total Activity: -10,772.72	Ending Balance: -32,782.89
Grand Totals:				Beginning Balance: -23,766.20	Total Activity: -21,590.47	Ending Balance: -45,356.67

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - AIRPORT FUND	-1,756.03	-10,817.75	-12,573.78
661 - AIRPORT PROJECT FUND	-22,010.17	-10,772.72	-32,782.89
Grand Total:	-23,766.20	-21,590.47	-45,356.67



DEPARTMENT EXPENSE REPORT

Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

	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	150.00	450.00	0.00	29,550.00 1.50 %
660-8035-6320000	GROUNDS MAINTENANCE & REPAIR	20,000.00	20,000.00	1,363.15	3,308.38	0.00	16,691.62 16.54 %
660-8035-6331000	VEHICLE OPERATIONS	2,500.00	2,500.00	0.00	831.70	0.00	1,668.30 33.27 %
660-8035-6332000	VEHICLE REPAIR	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00 0.00 %
660-8035-6371000	ELECTRIC/GAS EXPENSE	17,000.00	17,000.00	1,149.04	3,691.12	0.00	13,308.88 21.71 %
660-8035-6373000	TELECOMMUNICATIONS EXPENSE	2,500.00	2,500.00	300.53	600.59	0.00	1,899.41 24.02 %
660-8035-6374000	WATER/SEWER EXPENSE	600.00	600.00	362.85	496.05	0.00	103.95 82.68 %
	ObjectCat: 63 - REPAIR, MAINTENANCE & UTILITIES Total:	74,100.00	74,100.00	3,325.57	9,377.84	0.00	64,722.16 12.66%
ObjectCat: 64 - CONTRACTUAL SERVICES							
660-8035-6402000	ADVERTISING EXPENSE	50.00	50.00	0.00	8.44	0.00	41.56 16.88 %
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	17,489.00	17,489.00	5,682.00	15,821.00	0.00	1,668.00 90.46 %
660-8035-6413000	PAYMENTS TO OTHER AGENCIES	195.00	195.00	0.00	350.00	0.00	-155.00 179.49 %
660-8035-6490000	OTHER PROFESSIONAL SERVICES	500.00	500.00	0.00	0.00	0.00	500.00 0.00 %
660-8035-6491000	MANAGER FEE	39,600.00	39,600.00	3,300.00	9,900.00	0.00	29,700.00 25.00 %
660-8035-6499000	OTHER CONTRACTUAL SERVICES	2,500.00	2,500.00	23,005.20	23,185.40	0.00	-20,685.40 927.42 %
	ObjectCat: 64 - CONTRACTUAL SERVICES Total:	60,334.00	60,334.00	31,987.20	49,264.84	0.00	11,069.16 81.65%
ObjectCat: 65 - COMMODITIES							
660-8035-6507000	OPERATING SUPPLIES	1,000.00	1,000.00	806.34	1,108.28	0.00	-108.28 110.83 %
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	1.68	0.00	18.32 8.40 %
	ObjectCat: 65 - COMMODITIES Total:	1,045.00	1,045.00	806.34	1,109.96	0.00	-64.96 106.22%
ObjectCat: 67 - CAPITAL OUTLAY							
660-8035-6710000	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00 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:	0.00	0.00	0.00	0.00	0.00	0.00 0.00%
ObjectCat: 69 - TRANSFERS							
660-8035-6910662	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00 0.00 %
660-8035-6910664	TRANSFER OUT	52,400.00	52,400.00	0.00	0.00	0.00	52,400.00 0.00 %
	ObjectCat: 69 - TRANSFERS Total:	52,400.00	52,400.00	0.00	0.00	0.00	52,400.00 0.00%
	Fund: 660 - AIRPORT FUND Total:	187,879.00	187,879.00	36,119.11	59,752.64	0.00	128,126.36 31.80%

DEPARTMENT EXPENSE REPORT

For Fiscal: 2023-2024 Period Ending: 09/30/2023

	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	21,923.76	0.00	228,076.24	8.77 %
661-8035-6490000 OTHER PROFESSIONAL SERVICES	112,500.00	112,500.00	0.00	0.00	0.00	112,500.00	0.00 %
ObjectCat: 64 - CONTRACTUAL SERVICES Total:	362,500.00	362,500.00	0.00	21,923.76	0.00	340,576.24	6.05%
ObjectCat: 67 - CAPITAL OUTLAY							
661-8035-6730000 LAND	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%
Fund: 661 - AIRPORT PROJECT FUND Total:	362,500.00	362,500.00	0.00	21,923.76	0.00	340,576.24	6.05%
Fund: 662 - 2022 AIRPORT TAXIWAY REHABILITATION							
ObjectCat: 64 - CONTRACTUAL SERVICES							
662-8035-6490000 OTHER PROFESSIONAL SERVICES	0.00	0.00	4,519.03	4,519.03	0.00	-4,519.03	0.00 %
ObjectCat: 64 - CONTRACTUAL SERVICES Total:	0.00	0.00	4,519.03	4,519.03	0.00	-4,519.03	0.00%
ObjectCat: 67 - CAPITAL OUTLAY							
662-8035-6792000 STREET - PRESERVATION	0.00	0.00	0.00	93,881.85	0.00	-93,881.85	0.00 %
ObjectCat: 67 - CAPITAL OUTLAY Total:	0.00	0.00	0.00	93,881.85	0.00	-93,881.85	0.00%
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:	0.00	0.00	4,519.03	98,400.88	0.00	-98,400.88	0.00%
Fund: 664 - AIRPORT FUEL TANK PROJECT							
ObjectCat: 64 - CONTRACTUAL SERVICES							
664-8035-6490000 OTHER PROFESSIONAL SERVICES	24,000.00	24,000.00	3,330.00	3,330.00	0.00	20,670.00	13.88 %
ObjectCat: 64 - CONTRACTUAL SERVICES Total:	24,000.00	24,000.00	3,330.00	3,330.00	0.00	20,670.00	13.88%
ObjectCat: 67 - CAPITAL OUTLAY							
664-8035-6727000 OTHER CAPITAL EQUIPMENT	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00	0.00 %
ObjectCat: 67 - CAPITAL OUTLAY Total:	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00	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:	524,000.00	524,000.00	3,330.00	3,330.00	0.00	520,670.00	0.64%
Report Total:	1,074,379.00	1,074,379.00	43,968.14	183,407.28	0.00	890,971.72	17.07%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
660 - AIRPORT FUND	187,879.00	187,879.00	36,119.11	59,752.64	0.00	128,126.36	31.80%
661 - AIRPORT PROJECT FUND	362,500.00	362,500.00	0.00	21,923.76	0.00	340,576.24	6.05%
662 - 2022 AIRPORT TAXIWAY RE	0.00	0.00	4,519.03	98,400.88	0.00	-98,400.88	0.00%
664 - AIRPORT FUEL TANK PROJEI	524,000.00	524,000.00	3,330.00	3,330.00	0.00	520,670.00	0.64%
Report Total:	1,074,379.00	1,074,379.00	43,968.14	183,407.28	0.00	890,971.72	17.07%



MONTHLY DEPARTMENT DETAIL REPORT

Account Detail

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Beginning Balance	Total Activity	Ending Balance			
Fund: 660 - AIRPORT FUND							
Activity: 8035 - AIRPORT							
660-8035-6310000 BUILDING MAINTENANCE & REPAIR		300.00	150.00	450.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/29/2023	APPKT0005155	68058	75729	Pest control	002419 - Robert and Beth Brown	150.00	450.00
660-8035-6320000 GROUNDS MAINTENANCE & REPAIR		1,945.23	1,363.15	3,308.38			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/14/2023	APPKT0005134	52484712	75700	Spray runways - Airport	02396 - Nutrien Ag Solutions Inc	1,363.15	3,308.38
660-8035-6371000 ELECTRIC/GAS EXPENSE		2,542.08	1,149.04	3,691.12			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/14/2023	APPKT0005134	543127643	75698	Utilities	009367 - MidAmerican Energy	159.41	2,701.49
09/14/2023	APPKT0005134	INV0060388	75694	Deposit - LP gas Airport	000400 - Allied Gas & Chemical Co Inc	500.00	3,201.49
09/29/2023	APPKT0005155	544251445	75780	Utilities	009367 - MidAmerican Energy	315.29	3,516.78
09/29/2023	APPKT0005155	544258030	75780	Utilities	009367 - MidAmerican Energy	174.34	3,691.12
660-8035-6373000 TELECOMMUNICATIONS EXPENSE		300.06	300.53	600.59			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/14/2023	APPKT0005134	INV0060400	75702	Telephone services	007285 - Windstream	69.22	369.28
09/14/2023	APPKT0005134	INV0060401	75702	Telephone services	007285 - Windstream	80.81	450.09
09/29/2023	APPKT0005155	INV0060714	75807	Telephone services	007285 - Windstream	69.50	519.59
09/29/2023	APPKT0005155	INV0060715	75807	Telephone services	007285 - Windstream	81.00	600.59
660-8035-6374000 WATER/SEWER EXPENSE		133.20	362.85	496.05			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/14/2023	APPKT0005134	543120685	75698	Utilities	009367 - MidAmerican Energy	256.45	389.65
09/14/2023	APPKT0005134	INV0060390	75696	Utilities	008881 - Mahaska Rural Water Systems Inc	40.30	429.95
09/14/2023	APPKT0005134	INV0060391	75696	Utilities	008881 - Mahaska Rural Water Systems Inc	35.60	465.55
09/29/2023	APPKT0005155	INV0060614	75769	Utilities	008881 - Mahaska Rural Water Systems Inc	30.50	496.05
660-8035-6408000 INSURANCE EXPENSE		10,139.00	5,682.00	15,821.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/29/2023	APPKT0005155	INV0060617	75790	Annual insurance - Airport	011071 - Petroleum Marketers Management Insurance Co...	5,682.00	15,821.00
660-8035-6491000 MANAGER FEE		6,600.00	3,300.00	9,900.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/29/2023	GLPKT08646	JN23683		JE 033 CLASSIC AVIATION		3,300.00	9,900.00

MONTHLY DEPARTMENT DETAIL REPORT

Date Range: 09/01/2023 - 09/30/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
660-8035-6499000	OTHER CONTRACTUAL SERVICES					180.20	23,005.20	23,185.40
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
09/14/2023	APPKT0005134	24406	75701	Compliance testing repairs - Airport	02683 - Unified Contracting Services Inc		22,825.00	23,005.20
09/14/2023	APPKT0005134	508693	75699	Waste removal - Airport	007655 - Kal Services Inc		90.10	23,095.30
09/14/2023	APPKT0005134	512121	75699	Waste removal - Airport	007655 - Kal Services Inc		90.10	23,185.40
660-8035-6507000	OPERATING SUPPLIES					301.94	806.34	1,108.28
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
09/14/2023	APPKT0005134	77110	75697	Parts for repair	02258 - McGriff's of Fremont		125.98	427.92
09/14/2023	APPKT0005134	77190	75697	Supplies	02258 - McGriff's of Fremont		5.48	433.40
09/14/2023	APPKT0005134	90139942	75693	Light bulbs - Airport	02771 - ADB SAFEGATE Americas 1 Inc		659.88	1,093.28
09/14/2023	APPKT0005134	90140047	75693	Supplies	02771 - ADB SAFEGATE Americas 1 Inc		15.00	1,108.28
Total Activity: 8035 - AIRPORT:					Beginning Balance: 22,441.71	Total Activity: 36,119.11	Ending Balance: 58,560.82	
Total Fund: 660 - AIRPORT FUND:					Beginning Balance: 22,441.71	Total Activity: 36,119.11	Ending Balance: 58,560.82	

Fund: 662 - 2022 AIRPORT TAXIWAY REHABILITATION

Activity: 8035 - AIRPORT								
662-8035-6490000	OTHER PROFESSIONAL SERVICES					0.00	4,519.03	4,519.03
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
09/29/2023	APPKT0005155	5-5121298	75742	Professional services - 2022 Airport pav...	005060 - Garden & Associates LTD		4,519.03	4,519.03
Total Activity: 8035 - AIRPORT:					Beginning Balance: 0.00	Total Activity: 4,519.03	Ending Balance: 4,519.03	
Total Fund: 662 - 2022 AIRPORT TAXIWAY REHABILITATION:					Beginning Balance: 0.00	Total Activity: 4,519.03	Ending Balance: 4,519.03	

Fund: 664 - AIRPORT FUEL TANK PROJECT

Activity: 8035 - AIRPORT								
664-8035-6490000	OTHER PROFESSIONAL SERVICES					0.00	3,330.00	3,330.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
09/14/2023	APPKT0005134	45971	75695	Professional services - Airport fuel farm	005060 - Garden & Associates LTD		3,330.00	3,330.00
Total Activity: 8035 - AIRPORT:					Beginning Balance: 0.00	Total Activity: 3,330.00	Ending Balance: 3,330.00	
Total Fund: 664 - AIRPORT FUEL TANK PROJECT:					Beginning Balance: 0.00	Total Activity: 3,330.00	Ending Balance: 3,330.00	
Grand Totals:					Beginning Balance: 22,441.71	Total Activity: 43,968.14	Ending Balance: 66,409.85	

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - AIRPORT FUND	22,441.71	36,119.11	58,560.82
662 - 2022 AIRPORT TAXIWAY REHABILITA	0.00	4,519.03	4,519.03
664 - AIRPORT FUEL TANK PROJECT	0.00	3,330.00	3,330.00
Grand Total:	22,441.71	43,968.14	66,409.85