

MINUTES
OSKALOOSA AIRPORT COMMISSION

February 3, 2020

Meeting of the Oskaloosa Airport Commission was called to order at 4:34 p.m. on Monday, February 3, 2020.

1. ROLL CALL: Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, James Johnson, Shane VandeVoort, Jeff Claypool, Tim Menninga and John Trenkamp [Classic Aviation].
2. APPROVAL OF THE MINUTES: Moved by Kraig Van Hulzen and seconded by James Johnson to approve the minutes of the January 6, 2020 meeting. Motion carried.
3. FINANCIAL REPORT: Moved by Kraig Van Hulzen and seconded by James Johnson to approve the financial report. Motion carried.
4. REVIEW AND APPROVE BILLS: Moved by James Johnson and seconded by Kraig Van Hulzen to pay bills totaling \$7,242.61. Motion carried.
5. MANAGER'S REPORT: See attached.
6. OLD BUSINESS:
 - a. Plumbing and drywall repair: When the drywall was removed in the men's restroom, mold was found on the drywall covering the women's restroom. That drywall had to be removed as well. The vanity in the women's restroom also was damaged by mold and had to be replaced. The final bill including the additional costs was \$3,099.99 and was approved with February bills. The new urinal has not been installed yet.
 - b. Carpet and paint in the terminal area: The painting is almost complete. New carpet is scheduled to be installed on February 5th. No decision has been made on what to do with the paneling in the FBO's office.
 - c. Old furniture removal: The roll-off container has been delivered and clean up and removal of old furniture has begun.
7. NEW BUSINESS:
 - a. March meeting date: The date of Monday, March 2nd was acceptable to everyone.
8. ADJOURN: It was moved and seconded by Kraig Van Hulzen to adjourn at 4:54 p.m. James Johnson seconded. Motion carried.

Classic Aviation @OOA

Monthly report January 2020

Prepared by Shane Vande Voort

Fuel Sales 100LL (\$4.95) 264.8 gallons Jet A (\$4.50) 5 gallons

Total Fuel Sales 269.8 gallons

Total Owed OOA - \$13.49

- We had a great week at Cirrus Aircraft annual CX conference. The focus of the conference is the customer experience and we always come back with ways to improve the customer experience at our fbo. We appreciate the commission's support in keeping the airport and terminal in good condition for airport users and customers.
- We continue to re-arrange the shop for efficiency and clean it. The shop office floor and walls have been painted and lights have been repaired to make it much brighter. We have added welcome mats in the terminal and a welcome banner in the shop.
- We continue to clean in the terminal and look forward to completion of the restroom project and the carpeting this week. The walls have all been painted with the exception of the manager's office – we are looking for a good solution to make it look nice.
- We used the snow removal equipment multiple times this month, and it is working well for its age.
- The shop has been busy. We are currently keeping four aircraft in work at a time. Currently we have 1 aircraft from Des Moines, 1 from Cedar Rapids, 1 from Pella, and 1 based at Oskaloosa.
- The large dumpster has arrived, and we will be starting to fill it as the carpet is removed. Our goal is to start as fresh as we can with nice clean furniture.
- Tim and Shane are working on gathering info for the Iowa Airport Inventory Survey. It will be submitted at a meeting on Wednesday February 5.