

# LOWELL AIRPORT BOARD

WEDNESDAY, FEBRUARY 11, 2015 AT 7:00 P.M.

LOWELL CITY AIRPORT

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. Minutes from January 14, 2015
4. FINANCIAL REPORT(S)
  - a. Financial Statement
  - b. Check Disbursement
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. FBO Agreement
7. NEW BUSINESS
8. BOARDMEMBERS COMMENTS
9. AIRPORT MANAGER'S REPORT
  - a. 2015 Fly- In
  - b. 2015-2020 Improvements
  - c. VASI information
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

**MINUTES OF THE LOWELL AIRPORT BOARD**  
**WEDNESDAY, JANUARY 14, 2015 AT 7:00 PM**

**1. CALL TO ORDER; ROLL CALL**

The meeting was called to order at 6:59 p.m. by Chairman Grimm and the roll was called by Lori Gerard

Present: Tom Grimm, Paul Nicholls, Jim Myaard, Eric Nelson, David Pasquale and Jeff Altoft

Absent: Jim Sowle

Also Present: Casey Brown, Mitch Kahn, Bob Bourgette, Jeff Ostrander, Dan Williams and Lori Gerard

**2. APPROVAL OF THE AGENDA**

Grimm moved and Pasquale seconded to approve the agenda as written. Motion carried.

**3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

Nelson moved and Myaard seconded to approve the minutes of the December 10, 2014 as stated. Motion carried.

**4. FINANCIAL REPORTS**

Grimm moved and Myaard seconded to accept the Financial Reports. Motion carried.

**5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

None.

**6. OLD BUSINESS**

**a. LEASE REVISIONS FOR FBO.**

Casey Brown noted that the revisions for the FBO agreement are completed and that Williams will have control of buildings 1 & 2. Williams will be compensated for his FBO services at \$1000 per month with revenue from building 3. It was also noted that Williams will not be mowing the airport this year and that the board will contract that out.

Pasquale moved and Nicholls seconded to recommend approval from the City Council the FBO agreement with Williams Air Power. Motion carried.

7. **NEW BUSINESS**

The meeting schedule for 2015 was presented. It was noted that the October, November and December dates were incorrect. A new schedule will be emailed to members.

Grimm moved and Myaard seconded to accept 2015 meeting schedule with corrections. Motion carried.

8. **BOARDMEMBERS COMMENTS.**

None.

9. **AIRPORT MANAGER'S REPORT**

a. **2015 FLY-IN**

It was discussed that the airport has not had a Fly-In in many years. It was by consensus that it should be planned for September 20, 2015 on the same weekend of the Fallasburg Fall Festival. This event draws a good crowd of people. The board will be looking for volunteers to commit to working this event.

b. **2015 – 2020 IMPROVEMENTS**

Brown presented the idea of creating an improvements list which will keep the board working toward the goal of General Utility status. It was noted that the biggest hurdle are the trees to the east of the airport. The board agreed to the following priorities:

1. Moving the windsock
2. Installing a VASI system
3. Improve runways to get notams removed
4. Build hangars
5. Pave driveway from Lincoln Lake to parking lot
6. Expand hard surface

10. **FBO REPORT – WILLIAMS AIR POWER**

Williams commented that he has been asked by the FAA in Grand Rapids to speak at the Inspectors Renewal Forum in March.

William noted that the breaker keeps tripping in hangar C. Kahn stated he would be willing to donate \$200 toward the repair. Williams will contact Shadow Enterprise to give us a quote for repair.

It was moved by Grimm to adjourn at 8:29 p.m.

**AIRPORT FUND  
FINANCIAL STATEMENT  
February 9, 2015**

|   |                    |
|---|--------------------|
| BEGINNING CASH 7/1/14                       | \$40,243.18        |
| <b>REVENUES TO DATE:</b>                    |                    |
| TIE DOWN FEE                                | \$115.00           |
| HANGAR RENT AND DEPOSITS RECEIVED           | \$33,322.00        |
| HANGAR STORAGE FEES                         |                    |
| INTEREST                                    |                    |
| MISC. INCOME                                |                    |
| GAS TAX FEES                                |                    |
| TRANSFER IN FROM GENERAL FUND               |                    |
| <b>TOTAL REVENUES TO DATE:</b>              | <b>\$73,680.18</b> |
| <br><b>EXPENDITURES TO DATE:</b>            |                    |
| OPERATING SUPPLIES                          | \$301.06           |
| PROFESSIONAL SERVICES/AUDIT FEES            | \$8,052.50         |
| INSURANCE                                   | \$3,629.91         |
| PUBLIC UTILITIES                            | \$699.87           |
| REPAIR & MAINTENANCE                        | \$7,557.91         |
| MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP | \$4,529.66         |
| RENTALS                                     |                    |
| PREPAID INSURANCE                           |                    |
| CAPITAL OUTLAY                              | \$22,859.50        |
| GENERAL FUND LOAN PAYMENT                   |                    |
| *EXPENSES TO LAST FISCAL                    | \$4,432.00         |
| **PREPAID EXPENSE FOR INSURANCE.            |                    |
| <br>TOTAL EXPENSES:                         | <br>\$51,792.41    |
| <br>ENDING CASH: February 9, 2015           | <br>\$21,887.77    |
| Capital Outlay                              |                    |
| <br>Great Lakes Paving                      | <br>\$14,880.00    |
| O.E. Bieri                                  | \$4,079.50         |
| Mower                                       | <u>\$3,900.00</u>  |
|   | \$22,859.50        |

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 01/10/2015 - 02/09/2015

| Check Date                      | Bank | Check # | Payee                         | Description           | Account | Dept | Amount        |
|---------------------------------|------|---------|-------------------------------|-----------------------|---------|------|---------------|
| Fund: 581 AIRPORT FUND          |      |         |                               |                       |         |      |               |
| 01/12/2015                      | GEN  | 65682   | ERIC NELSON                   | OPERATING SUPPLIES    | 740.000 | 000  | 80.49         |
| 01/12/2015                      | GEN  | 65688   | LITE'S PLUS                   | OPERATING SUPPLIES    | 740.000 | 000  | 130.00        |
| 01/16/2015                      | GEN  | 65737   | CONSUMERS ENERGY              | PUBLIC UTILITIES      | 920.000 | 000  | 22.03         |
| 01/16/2015                      | GEN  | 65752   | WILLIAMS AIR POWER INC.       | PROFESSIONAL SERVICES | 801.000 | 000  | 3,000.00      |
| 01/23/2015                      | GEN  | 65777   | VERGENNES BROADBAND           | MISCELLANEOUS EXPENSE | 955.000 | 000  | 49.99         |
| 01/23/2015                      | GEN  | 65780   | WILLIAMS AIR POWER INC.       | PROFESSIONAL SERVICES | 801.000 | 000  | 1,000.00      |
|                                 |      |         |                               |                       |         |      |               |
| 02/06/2015                      | GEN  | 65812   | CONSUMERS ENERGY              | PUBLIC UTILITIES      | 920.000 | 000  | 124.00        |
|                                 |      |         |                               | PUBLIC UTILITIES      | 920.000 | 000  | 22.61         |
|                                 |      |         |                               | CHECK GEN 65812 TOTAL |         |      | <u>146.61</u> |
|                                 |      |         |                               |                       |         |      |               |
| 02/06/2015                      | GEN  | 65826   | WOODLAND COMMERCIAL EQUIPMENT | CAPITAL OUTLAY        | 970.000 | 000  | 3,900.00      |
| Total for fund 581 AIRPORT FUND |      |         |                               |                       |         |      | 8,329.12      |



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## **Lowell Airport Board Meetings**

### **2015 Schedule**

**Meetings will be held on the 2<sup>nd</sup> Wednesday of each month at 7:00 pm  
Lowell Airport 730 Lincoln Lake**

#### ***Regular Meeting Dates***

|                  |           |
|------------------|-----------|
| <b>January</b>   | <b>14</b> |
| <b>February</b>  | <b>11</b> |
| <b>March</b>     | <b>11</b> |
| <b>April</b>     | <b>8</b>  |
| <b>May</b>       | <b>13</b> |
| <b>June</b>      | <b>10</b> |
| <b>July</b>      | <b>8</b>  |
| <b>August</b>    | <b>12</b> |
| <b>September</b> | <b>9</b>  |
| <b>October</b>   | <b>14</b> |
| <b>November</b>  | <b>11</b> |
| <b>December</b>  | <b>9</b>  |