

LOWELL AIRPORT BOARD

WEDNESDAY, JUNE 10, 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 May 13, 2015
4. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
8. BOARDMEMBERS COMMENTS
9. AIRPORT MANAGER'S REPORT
 - a. Mowing
 - Thanking the volunteer
 - b. Windssock relocation
 - Select a date
 - Schedule backhoe and plow
 - Electrical equipment has been sourced
 - c. Fly-in
 - Discuss getting a plan on paper and assign responsibilities
 - Table and chairs
 - Where to serve
 - Where to park planes
 - Do we need parking volunteers
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, MAY 13, 2015 AT 7:00 PM

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

The meeting was called to order at 7:00 p.m. by Chairman Grimm and the roll was called by Lori Gerard

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

Absent: Paul Nicholls

Also Present: Casey Brown, Bob Bourgette, Bruce Whitman, Mitch Kahn George Radashaw and family

2. **APPROVAL OF THE AGENDA**

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

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

Grimm moved and Pasquale seconded to approve the minutes of the March 11, 2015 (April 8 had no quorum) as stated. Motion carried.

4. **FINANCIAL REPORTS**

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

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

Kahn wanted to publicly thank Jim Sowle for all he had done for the airport as Airport Manager. Sowle noted that Casey Brown is doing a great job and he likes what he sees happening at the airport.

Bourgette comment if the board was still planning to add wording to the lease agreements about non-flying aircraft. It was believed that there are 2 currently in hangars at this status. By consensus the board wanted letters sent to the airport community about requiring planes to be flyable.

Grimm moved and Myaard seconded to review the next lease agreement with adding wording regarding non-operational aircraft. Motion carried

6. **OLD BUSINESS**

Brown commented that the Fly In is happening in September. Kahn noted that he will add this even to Social Flight.

7. **NEW BUSINESS**

George Radashaw, who is member of the local Boy Scouts troop in Lowell, stated he is looking for an Eagle Scout project. He is a sophomore at Lowell High School and working on his pilot's license. He will be attending West Michigan Aviation Academy next year. Radashaw would like to put in some benches and picnic table at the airport along with removing the grass and adding gravel. Radashaw noted that he will raise all funds for project and provide labor.

Myaard moved and Sowle seconded to approve the Eagle Scout project. Motion carried.

8. **BOARDMEMBERS COMMENTS.**

Sowle commented that he has 20 – 24 electrical boxes in his garage that belong to the airport. He thought this could be sold as scrap metal for Radashaw's fund.

Dave Pasquale commented that he will be missing the June and July meetings as he is teaching a class this summer.

Jim Sowle noted that this was his last meeting as a board member as he has resigned from the Airport Board. He noted it was time for those with more energy and knowledge to take over. Kahn expressed his appreciation for Sowle as a manager and board member all these years and how much he will be missed. All appreciated his hard work and leadership in moving the airport forward. It was noted that the board hoped Sowle would still attend meetings when he is available.

Grimm moved and Pasquale seconded to accept with regrets Sowle's resignation from the Airport Board. Motion carried.

9. **AIRPORT MANAGER'S REPORT**

a. **Concerns with driving on taxiways**

Brown sent an email to hangar tenants regarding this.

b. **Windsock relocation plan**

Brown noted that the windsock needs to be moved out of the safety zone. New electrical will need to be run out to the new location and that they could tap into the runway light on 1230. Brown stated he will get the items together and then plan a day to do the work.

c. **Mowing plan and volunteer list**

Volunteers to man the mower are currently: Tom Grimm, Mitch Kahn and Brown. Brown also noted he walked the fields with Dean Olin about cutting for hay.

Brown also wanted to thank Jeff Ostrander for supplying the VFR charts for the terminal building.

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

None.

It was moved by Grimm to adjourn at 7:56 p.m.

**AIRPORT FUND
FINANCIAL STATEMENT
JUNE 5, 2015**

BEGINNING CASH 7/1/14	\$40,243.18
REVENUES TO DATE:	
TIE DOWN FEE	\$291.00
HANGAR RENT AND DEPOSITS RECEIVED	\$44,028.00
HANGAR STORAGE FEES	
INTEREST	\$18.10
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$84,580.28
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$524.36
PROFESSIONAL SERVICES/AUDIT FEES	\$13,557.50
INSURANCE	\$3,629.91
PUBLIC UTILITIES	\$2,309.97
REPAIR & MAINTENANCE	\$6,927.91
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$4,760.02
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$22,859.50
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$4,432.00
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$59,001.17
ENDING CASH: June 5, 2015	\$25,579.11

Capital Outlay:

Mower	\$3,900.00
Great Lakes Paving	\$14,880.00
O.E. Bieri	<u>\$4,079.50</u>
	\$22,859.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
05/28/2015	GEN	66239	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.61
05/28/2015	GEN	66267	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
06/05/2015	GEN	66283	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	45.22
				PUBLIC UTILITIES	920.000	000	33.99
				CHECK GEN 66283 TOTAL			<u>79.21</u>
06/05/2015	GEN	66315	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,000.00
Total for fund 581 AIRPORT FUND							1,151.81