

# LOWELL AIRPORT BOARD

WEDNESDAY, MARCH 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 February 11, 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. Managers comments from the MI Airport Conference
  - b. More discussion regarding PAPI/VASI
  - c. Discussion for scheduling and prioritizing post winter improvements and cleaning
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

**MINUTES OF THE LOWELL AIRPORT BOARD**  
**WEDNESDAY, FEBRUARY 11, 2015 AT 7:00 PM**

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

The meeting was called to order at 7:01 p.m. by Chairman Grimm and the roll was called by Lori Gerard

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

Absent: Jim Sowle and Jim Myaard

Also Present: Casey Brown, Bob Bourgette, Jeff Ostrander, and Lori Gerard

2. **APPROVAL OF THE AGENDA**

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

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

Nelson moved and Nicholls seconded to approve the minutes of the January 14, 2015 as stated. Motion carried.

4. **FINANCIAL REPORTS**

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

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

Bourgette commented that he would like to see the airport hire a professional to roll the 624. Brown stated that it needs to have a core aeration done and we will certainly look at this in the spring.

6. **OLD BUSINESS**

a. **LEASE REVISIONS FOR FBO.**

Brown noted that city attorney Dick Wendt has published a draft of the FBO agreement and Williams is looking it over. It will be put on city council agenda for approval.

Jeff Ostrander commented that the recent accident involving one of his students was very traumatic. He appreciated the help given by Williams and Scott Hersman on cutting the plane apart and moving it right away. Williams also went back and raked the yard where the plane went down.

Brown stated that he and Williams will check the homeowner's lawn in the spring for other repairs needed.

7. **NEW BUSINESS**

None.

8. **BOARDMEMBERS COMMENTS.**

Pasquale questioned if Jim Sowle is still on the board and it was noted that if a vacancy becomes available Bruce Whitman is interested.

9. **AIRPORT MANAGER'S REPORT**

a. **2015 FLY-IN**

Brown commented that he reached out to some contacts on the east side of the state that have organized Fly-ins to get some advice. Altoft stated that he has a license and can help with equipment and preparing pancakes.

b. **2015 – 2020 IMPROVEMENTS**

Brown noted that he has contacted Manairco regarding a tri-colored VASI. He noted that most airports are going to a PAPI. Cost would be about \$2400 plus cost to run electric out there.

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

None.

It was moved by Grimm seconded by Altoft to adjourn at 7:36 p.m.

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

BEGINNING CASH 7/1/14	\$40,243.18
<b>REVENUES TO DATE:</b>	
TIE DOWN FEE	\$291.00
HANGAR RENT AND DEPOSITS RECEIVED	\$36,968.00
HANGAR STORAGE FEES	
INTEREST	\$12.45
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
<b>TOTAL REVENUES TO DATE:</b>	<b>\$77,514.63</b>
 <b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$524.36
PROFESSIONAL SERVICES/AUDIT FEES	\$10,052.50
INSURANCE	\$3,629.91
PUBLIC UTILITIES	\$1,893.05
REPAIR & MAINTENANCE	\$7,557.91
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$4,579.65
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:	 \$55,528.88
 ENDING CASH: March 9, 2015	 \$21,985.75

Capital Outlay:

Mower	\$3,900.00
Great Lakes Paving	\$14880.00
O.E. Bieri	<u>\$4079.50</u>
	\$22,859.50

User: SUE  
DB: Lowell

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
02/11/2015	GEN	65835	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.39
02/20/2015	GEN	65882	LITES PLUS, INC.	OPERATING SUPPLIES	740.000	000	223.30
03/02/2015	GEN	65923	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,000.00
				PUBLIC UTILITIES	920.000	000	1,171.79
				CHECK GEN 65923 TOTAL			<u>2,171.79</u>
03/04/2015	GEN	65941	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
03/04/2015	GEN	65942	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,000.00
Total for fund 581 AIRPORT FUND							3,466.47