

# LOWELL AIRPORT BOARD

WEDNESDAY, MAY 13, 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 March 11, 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. Concerns with driving on taxiways
  - b. Windsock relocation plan
    - Electrical under taxiway
    - Electrical out to new windsock location
    - Pour new windsock footing
    - Drop and modify existing windsock for new lights and paint
    - Re-erect windsock
    - Relocate tetrahedron
    - Relocate segmented circle?
  - c. Mowing plan and volunteer list
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

**MINUTES OF THE LOWELL AIRPORT BOARD**  
**WEDNESDAY, MARCH 11, 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 David Pasquale

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

Absent: Jim Sowle and Lori Gerard

Also Present: Casey Brown, Mitch Kahn and Jeff Ostrander

**2. APPROVAL OF THE AGENDA**

Nelson moved and Myaard 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 February 11, 2015 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**

Kahn commented that the paved taxiway between hangars B & C are a pleasure to drive on.

**6. OLD BUSINESS**

**a. LEASE REVISIONS FOR FBO.**

Brown noted that the FBO agreement has been signed and approved.

**7. NEW BUSINESS**

None.

8. **BOARDMEMBERS COMMENTS.**

None.

9. **AIRPORT MANAGER'S REPORT**

a. **Managers comments from the MI Airport Conference**

Brown stated he had discussions with the MDOT and Prein & Newhof. Airport now has a layout plan.

b. **More discussion regarding PAPI/VASI**

Brown noted that MDOT prefers PAPI but cost can be around \$8000 as the VASI is around \$2400.

c. **Discussion for scheduling and prioritizing post winter improvement and cleaning**

It was discussed that now that the Airport owns a mower a plan for mowers needs to be made.

Dean Olin is willing to look at the 30 acres of open space to cut for bales.

It was mentioned that Jim Sowle will arrive home for the May meeting and is planning to resign is seat on the board at that time.

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

None.

It was moved by Pasquale seconded by Myaard to adjourn at 7:43 p.m.

**AIRPORT FUND  
FINANCIAL STATEMENT  
April 6, 2015**

BEGINNING CASH 7/1/14	\$40,243.18
<b>REVENUES TO DATE:</b>	
TIE DOWN FEE	\$291.00
HANGAR RENT AND DEPOSITS RECEIVED	\$38,618.00
HANGAR STORAGE FEES	
INTEREST	\$12.45
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
<b>TOTAL REVENUES TO DATE:</b>	<b>\$79,164.63</b>
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$524.36
PROFESSIONAL SERVICES/AUDIT FEES	\$10,665.00
INSURANCE	\$3,629.91
PUBLIC UTILITIES	\$2,176.86
REPAIR & MAINTENANCE	\$7,557.91
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$4,629.64
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:	\$56,475.18
ENDING CASH: April 6, 2015	\$22,689.45

Capital Outlay:

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

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 03/10/2015 - 04/06/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
03/12/2015	GEN	65955	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.09
				PUBLIC UTILITIES	920.000	000	112.18
				PUBLIC UTILITIES	920.000	000	22.61
				CHECK GEN 65955 TOTAL			<u>155.88</u>
03/20/2015	GEN	65997	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	801.000	000	612.50
03/20/2015	GEN	66014	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
04/01/2015	GEN	66041	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	105.32
				PUBLIC UTILITIES	920.000	000	22.61
				CHECK GEN 66041 TOTAL			<u>127.93</u>

Total for fund 581 AIRPORT FUND

946.30

**AIRPORT FUND  
FINANCIAL STATEMENT  
May 8, 2015**

BEGINNING CASH 7/1/14	\$40,243.18
<b>REVENUES TO DATE:</b>	
TIE DOWN FEE	\$291.00
HANGAR RENT AND DEPOSITS RECEIVED	\$41,678.00
HANGAR STORAGE FEES	
INTEREST	\$12.45
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
<b>TOTAL REVENUES TO DATE:</b>	<b>\$82,224.63</b>
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$524.36
PROFESSIONAL SERVICES/AUDIT FEES	\$13,557.50
INSURANCE	\$3,629.91
PUBLIC UTILITIES	\$2,287.36
REPAIR & MAINTENANCE	\$6,927.91
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$4,679.63
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:	\$58,898.17
ENDING CASH: May 8, 2015	\$23,326.46

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							
04/09/2015	GEN	66069	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.04
04/09/2015	GEN	66088	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,000.00
04/16/2015	GEN	66095	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	801.000	000	892.50
04/16/2015	GEN	66122	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
04/22/2015	GEN	66145	SHADOW ENTERPRISES	REPAIR & MAINTENANCE	930.000	000	70.00
04/30/2015	GEN	66160	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	68.39
05/08/2015	GEN	66179	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.07
05/08/2015	GEN	66198	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,000.00
Total for fund 581 AIRPORT FUND							3,122.99