



LOWELL AIRPORT BOARD

MONDAY, JULY 13, 2016 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 June 13, 2016
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. Impact Church "Love Week"
 - b. Fall Fly-In 9/18/2016
 - Advertising
 - Equipment
 - Services
 - Volunteers
 - Shuttle to festival
 - c. Capital Improvements
10. FBO REPORT
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, JUNE 13, 2016 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

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

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

Absent: Jim Myaard and FBO Larry Bauer

Also Present: Bob Bourgette, Greg VanStrien, Greg Forbes and Lori Gerard

Altoft moved and Nelson seconded to approve the absences of board members Myaard. Motion carried.

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 Altoft seconded to approve the minutes of May 11, 2016 as written. Motion carried.

4. FINANCIAL REPORTS

Nelson moved and Nicholls seconded to approve the financial reports. Motion carried.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Forbes questioned what the status was of the FBO. Brown commented that he is in the process of moving over here from Sparta.

Bourgette noted that while spraying he noticed nine 3" wide cracks on the taxiway. He also commented that there is a lot of dust from the road.

Altoft stated he has spoken with Interim DPW Director Ron Woods and he is working with Kent County Road Commission to get road sprayed. This will help with cutting down on the dust.

Bourgette also stated that the doors on the Flying Club hangar and Forbes hangar still needs some work.

6. OLD BUSINESS

Brown state that in regards to the Capital Improvement Plan that there are inherent cost involved with gaining General Utility Status. He wants to recover the relationship with the State and show them what is going on here with the improvements that have been made. Brown commented that there is a list of improvements that still needs to be done. The list included drainage in front of hangars, cracks on the taxiways, runway to be sealed, facility improvements, maintain runway and get dust under control. Pasquale recommended that Brown present a list with cost at the next meeting.

Grimm questioned if the VASI would still be a project to consider. Brown noted that he has spoken with some of the pilots and he believes that the money could be better spent elsewhere.

7. NEW BUSINESS

It was explained that the tenants of hangar A3 which had been delinquent received a letter from city attorney Wendt asking that they vacate their hangar space. They have a plane that has not been flyable in quite a while. An agreement was made if hangar was vacated by June 7 a partial refund would be given on rent paid. They did comply with request.

Brown stated that the before the next lease agreement goes out that the language needs to be changed regarding flyable planes. Forbes commented that static planes do nothing for an airport.

8. BOARDMEMBERS COMMENTS.

Nelson stated that the VFW has received 3 cases of flags and they are selling them for \$15 if anyone is interested.

Ostrander commented that one of his students ran into a stationary hi-lo with his airplane while watching another moving hi-lo. He noted that at times it is like an obstacle course around the IEQ building. Brown questioned if some sort of barriers or ground markers would help to keep IEQ from encroaching beyond their area. He will see what is agreeable with them.

9. AIRPORT MANAGER'S REPORT

Brown stated that FBO Larry Bauer was hoping to be at the meeting tonight. He will post his number for anyone needing to contact him before he is able to completely move to Lowell.

Brown also stated that the airport should look into a better fuel system. It was noted that the east fuel tank was empty.

Brown gave a short presentation about picking up his new UTVA airplane in Florida.

10. FBO REPORT

None.

It was moved by Pasquale and seconded by Nelson to adjourn at 7:55 p.m.

Respectfully submitted
Lori Gerard
City of Lowell

**AIRPORT FUND
FINANCIAL STATEMENT
July 11, 2016**

BEGINNING CASH 7/1/16	\$33,392.70
TIE DOWN FEE	-
HANGAR RENT AND DEPOSITS RECEIVED	\$1,780.00
INTEREST	
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$35,172.70

EXPENDITURES TO DATE:

OPERATING SUPPLIES
PROFESSIONAL SERVICES/AUDIT FEES
CONTRACTUAL
INSURANCE
PUBLIC UTILITIES
REPAIR & MAINTENANCE
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)
RENTALS
PREPAID INSURANCE
CAPITAL OUTLAY
GENERAL FUND LOAN PAYMENT
*EXPENSES TO LAST FISCAL
**PREPAID EXPENSE FOR INSURANCE.

TOTAL EXPENSES:

ENDING CASH: July 11, 2016	\$35,172.70
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CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 06/11/2016 - 07/11/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
06/16/2016	GEN	67923	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	000	33.95
06/16/2016	GEN	67928	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	19.08
				PUBLIC UTILITIES	920.000	000	237.59
				CHECK GEN 67928 TOTAL			<u>256.67</u>
06/16/2016	GEN	67939	HOSTLER, JIM	HANGAR RENT (1)	667.000	000	1,081.00
06/16/2016	GEN	67959	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	177.86
06/16/2016	GEN	67960	SHOWBOAT AUTOMOTIVE SUPPLY	OPERATING SUPPLIES	740.000	000	157.22
06/16/2016	GEN	67975	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
06/30/2016	GEN	67998	CONSUMERS ENERGY	PUBLIC UTILITIES			** VOIDED **
				PUBLIC UTILITIES			** VOIDED **
				PUBLIC UTILITIES			** VOIDED **
				PUBLIC UTILITIES			** VOIDED **
06/30/2016	GEN	68038	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.59
				PUBLIC UTILITIES	920.000	000	30.96
				PUBLIC UTILITIES	920.000	000	13.58
				PUBLIC UTILITIES	920.000	000	350.48
				CHECK GEN 68038 TOTAL			<u>417.61</u>

Total for fund 581 AIRPORT FUND

2,174.30

AIRPORT CAPITAL IMPROVEMENT PLAN

2012-2013	Improve airport to General Utility status and apply for General Utility class
2012-2013	purchase ground maintenance equipment
2013-2014	Construct additional hangars
2014-2015	Improve turf on runway 6-24
2015-2016	Extend runway 30
2016-2017	asphalt main road
2017-2018	Asphalt parking lot, upgrade existing hangars

Approved by the Lowell Airport Board 12/4/2012