



LOWELL AIRPORT BOARD

Wednesday, February 14, 2018 AT 7:00 P.M.

LOWELL CITY AIRPORT

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF ABSENCE(S)
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. Minutes from January 10, 2018
5. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. ALEX TAYLOR UPDATE
 - a. Presentation at City Council
 - b. Interview in Lowell Ledger
11. AIRPORT MANAGER'S REPORT
 - a. Snow removal – no current know issues or complaints
 - b. Discussion regarding Midwest Aviation
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, JANUARY 10, 2018 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

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

Present: Paul Nicholls, Jim Myaard, David Pasquale and Tom Grimm

Absent: Jeff Ostrander, Eric Nelson and Jeff Altoft

Also Present: Bob Bourgette, Greg VanStrien, Alex Taylor, Lori Gerard and Casey Brown

2. APPROVAL OF ABSENCES

Grimm moved and Myaard seconded to approve the absences of Altoft, Nelson and Ostrander. Motion carried.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Myaard moved and Nicholls seconded to approve the minutes of December 13, 2017 as written. Motion carried.

5. FINANCIAL REPORTS

Grimm moved and Myaard seconded to approve the financial reports. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

Pasquale moved and Myaard seconded to approve the Airport Board meeting dates for 2018. Motion carried.

9. BOARDMEMBERS COMMENTS.

None.

10. ALEX TAYLOR UPDATE

Taylor stated they have officially opened for corporate sponsors. The first meeting for the Go Fly will be next week. They are using an office space at the airport. Taylor will keep board posted on progress.

11. AIRPORT MANAGER'S REPORT

- a. Snow plow update – Brown stated that plowing is being done by Lake Effect Snow Removal and they seem to be keeping up on the snow.
- b. Frozen pipe and repair plans – Brown stated that the Airport currently has frozen pipes and no water. Canfield Plumbing is coming next week to run temporary piping. The plan is to run new lines in the spring under the concrete.
- c. Think Spring discussion – Brown stated that two projects that need attention are the garage door in the annex building and fixing the fence.
- d. 2018 tenant survey – Grimm moved and Myaard seconded to send out surveys to all the airport tenants asking what needs and repairs they feel would improve the Airport.

It was noted that the board needed to save up for some paving in the next couple years. Bourgette inquired if we could get a loan from MDOT Aero. Brown commented that by doing that the cost would double. It was noted that the Airport hopes to get estimates in the spring to pave two alley ways this year.

Myaard questioned where we stand on General Utility status. Brown stated the only obstacle is the one and half acres of trees that need trimming.

Pasquale moved and was seconded by Grimm to adjourn at 7:47 pm. Motion carried.

Respectfully submitted
Lori Gerard

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 01/05/2018 - 02/12/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
01/11/2018	GEN	70629	CONSUMERS ENERGY	ACCOUNT STATEMENTS	920.000	000	0.13
				ACCOUNT STATEMENTS	920.000	000	216.32
				ACCOUNT STATEMENTS	920.000	000	337.51
				ACCOUNT STATEMENTS	920.000	000	23.42
				ACCOUNT STATEMENTS	920.000	000	52.62
				CHECK GEN 70629 TOTAL			<u>630.00</u>
01/11/2018	GEN	70632	DICKINSON WRIGHT PLLC	LEGAL SERVICES - AIRPORT	801.000	000	148.00
01/11/2018	GEN	70645	LAKE EFFECT SNOW REMOVAL	SNOW REMOVAL - AIRPORT	930.000	000	1,575.00
				SNOW REMOVAL AIRPORT	930.000	000	450.00
				SNOW REMOVAL AIRPORT	930.000	000	350.00
				CHECK GEN 70645 TOTAL			<u>2,375.00</u>
01/11/2018	GEN	70656	MI ASSOC OF AIRPORT EXECUTIVES	2018 MAAE MEMBER DUE- LOWELL CITY AIRPORT	955.000	000	200.00
01/11/2018	GEN	70660	NELSON, ERIC	AIRPORT SUPPLIES	740.000	000	21.14
01/11/2018	GEN	70672	TAYLOR, ALEX	REIMBURSEMENT AIRPORT PAINT	930.000	000	25.00
01/24/2018	GEN	70715	NELSON, ERIC	AIRPORT SUPPLIES	740.000	000	48.74
01/24/2018	GEN	70728	VERGENNES BROADBAND	AIRPORT INTERNET	955.000	000	49.99
02/01/2018	GEN	70739	CONSUMERS ENERGY	ENERGY STATEMENT	920.000	000	420.46
				ENERGY STATEMENT	920.000	000	554.28
				ENERGY STATEMENT	920.000	000	23.41
				ENERGY STATEMENT	920.000	000	176.72
				CHECK GEN 70739 TOTAL			<u>1,174.87</u>
02/01/2018	GEN	70745	LAKE EFFECT SNOW REMOVAL	PLOWING AT AIRPORT	930.000	000	700.00
Total for fund 581 AIRPORT FUND							5,372.74

**AIRPORT FUND
FINANCIAL STATEMENT
February 12, 2018**

BEGINNING CASH JULY 1, 2017	\$47,461.00
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$36,544.00
MISC. INCOME – FLY IN	\$1,025.00
FUEL SALES	\$6,916.53
TRANSFER IN FROM GENERAL FUND FLY IN	
INTEREST	\$49.30
TOTAL REVENUES TO DATE:	\$92,211.83
 EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$8,189.19
PROFESSIONAL SERVICES/AUDIT FEES	1,295.00
CONTRACTUAL INSURANCE	\$3,063.00
PUBLIC UTILITIES	\$3,016.97
REPAIR & MAINTENANCE	\$5,913.22
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$8,973.44
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$4,800.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$795.27
**PREPAID EXPENSE FOR INSURANCE.	
 TOTAL EXPENSES:	 \$36,046.09
 ENDING CASH: February 12, 2018	 \$56,165.74

City of Lowell Airport

Hangar: A4

Name: Bob Bourgette

Repairs needed to hangar or grounds:

- Repaint tetrahedron
- Repaint windsock pole
- Repaint segmented circle
- Inspect and repair lower hangar door roller guides
- Lube all upper hangar door rollers
- Replace Annex garage door
- Rearrange chain link fence in front of terminal and parking lot
- Finish fueling station roofing, tank paint, water/new hose and compressed air station
- Trim/remove trees/brush at the end of RW 30
- Remove trees/brush on west side of the south end of RW 15
- Grade fence line along south side of access road to allow mowing and removal of brush
- Place small chain and catch to hold gate in parking lot closed
- Check all RW cones for anchor spikes and pop out dents
- Install lights on airport entrance sign with timer/photocell
- Consider changing locks on hangars to increase security
- Install bars on Annex windows and change out rear door to all steel for better security

Updates that you feel would improve the Airport:

- Pave taxi way for hangars A & B

City of Lowell Airport

RECEIVED

FEB 5 2018

CITY OF LOWELL
LOWELL, MICHIGAN

Dear Hangar Tenants:

In an effort to improve our hangars and grounds at the Airport we ask that you complete the following:

Hangar: D2-D3

Name: SEPT HERSMAN

Repairs needed to hangar and or grounds:

NONE, I AM GOOD 😊

Updates that you feel would improve the Airport:

Just keep up the good work, good job Casey!

Courtesy reminders:

- Please close the hangar doors when you leave to fly.
- Please do not start your plane so the prop wash blasts the hangar.
- Please do your run up on the taxi way, not the end of the runway.
- Please limit your activities to your space in the hangar.
- Please have fun and fly often!

Thank you,

City of Lowell Airport Board

Please remit questionnaire to:

City of Lowell
301 E. Main
Lowell, MI 49331-1759

Or by email to: lgerard@ci.lowell.mi.us