



LOWELL AIRPORT BOARD

Wednesday, April 11, 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 March 14, 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
11. AIRPORT MANAGER'S REPORT
 - a. Review of electrical quotes
 - b. April 21 spring clean-up
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, MARCH 14, 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: Jeff Altoft, Paul Nicholls, Jeff Ostrander, David Pasquale and Tom Grimm

Absent: Eric Nelson and Jim Myaard

Also Present: Bob Bourgette, Bruce Whitman, Walter Pagle, Mark Lynn, Greg VanStrien, Alex Taylor, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Nicholls seconded to approve the minutes of February 14, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

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

It was questioned how much has been spent on snow removal for this fiscal year as compared to last. Gerard will get numbers for next meeting.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Whitman questioned the status of the VASI. Brown commented that due to cost this item is dead at least for the time being.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Ostrander stated that he and Nelson will be giving rides to about 40 4-H kids on Saturday.

10. ALEX TAYLOR UPDATE

Taylor stated that he is working with Calvin College and GVSU and an IT solutions company called NewWave Technology. Taylor commented that phase 1 of his project is due April 14. They will be airing more information as the design becomes public.

Taylor asked the board what they thought about summer promotional activities at the airport. One idea given was swing dancing as that seems to be pretty popular these days with teens. Brown stated that he didn't have an issue with that if coordinated but would need to look at the insurance issues before moving forward.

Whitman stated that Taylor provided a presentation at Riverview in Jenison that was very informative.

11. AIRPORT MANAGER'S REPORT

Brown introduced Mark Lynn from Midwest Aviation.

- a. Review pricing to replace lighting in hangar 1 – Brown stated the intent is to replace current lights with LED's as the longevity for the bulbs are 10,000 hours. Taylor stated that KCTC changed out their fixtures and the lights buzz so that would be something to check out. Ostrander commented that the color lights give off would also be important. Grimm stated that a second quote would be necessary. Brown will contact John Boluyt. Item was tabled until next meeting.
- b. Saturday April 21 for spring clean-up – Brown listed the projects (runway lights, sign post out front, paint steel, cap on the fuel station) that would need to be worked on at the proposed clean-up day. It was also noted that the fence in front of the building was looking rough and should be removed. Altoft stated he had a hard time with removing the fence as it is used as a safety barrier. He questioned if we could afford a new fence. Taylor questioned if a hedge could be planted as a cheaper option.

- c. Discussion regarding taxiway paving – Brown stated that there was discussion a few months ago about paving the taxiways. Grimm suggested he get a quote for one taxiway for this year and do the other next year.

Brown stated that he is looking to put a door in for the space that Taylor uses for security reasons. Lynn also questioned who had keys to his building as they have \$65,000 to \$70,000 in tools. Altoft commented that the locks should be changed on building 1. Brown will contact Bob Ford about re-keying the doors.

Brown also stated he spoke with Dean Olin and they are looking to try to plant hay again this year. He also stated that he is working with DPW Director Rich LaBombard to schedule to have the road brined again as that worked great in the past.

Grimm moved and Pasquale seconded to adjourn at 7:41 pm. Motion carried.

Respectfully submitted
Lori Gerard

**AIRPORT FUND
FINANCIAL STATEMENT
April 10, 2018**

BEGINNING CASH JULY 1, 2017	\$47,461.00
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$40,949.00
MISC. INCOME – FLY IN	\$1,025.00
FUEL SALES	\$7,828.36
TRANSFER IN FROM GENERAL FUND FLY IN	
INTEREST	\$49.30
TOTAL REVENUES TO DATE:	\$97,528.66
 EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$8,822.63
PROFESSIONAL SERVICES/AUDIT FEES	\$1,295.00
CONTRACTUAL	\$4,775.00
INSURANCE	\$4,392.00
PUBLIC UTILITIES	\$3,855.82
REPAIR & MAINTENANCE	\$4,004.15
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$9,106.01
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$4,800.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$795.27
**PREPAID EXPENSE FOR INSURANCE.	
 TOTAL EXPENSES:	 \$41,845.88
 ENDING CASH: April 10, 2018	 \$55,682.78

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 03/10/2018 - 04/10/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
03/15/2018	GEN	70904	BERNARDS ACE HARDWARE	ACCOUNT STATMENT	740.000	000	47.96
				ACCOUNT STATMENT	930.000	000	113.00
				CHECK GEN 70904 TOTAL			<u>160.96</u>
03/15/2018	GEN	70906	BROWN, CASEY	AIRPORT OFFICE FURNITURE	740.000	000	585.48
03/15/2018	GEN	70907	CANFIELD PLUMBING & HEATING IN	AIRPORT BUILDING R & M	930.000	000	848.00
03/15/2018	GEN	70910	CONSUMERS ENERGY	ACCOUNT STATEMENT	920.000	000	460.33
				ACCOUNT STATEMENT	920.000	000	278.34
				ACCOUNT STATEMENT	920.000	000	24.22
				ACCOUNT STATEMENT	920.000	000	30.86
				CHECK GEN 70910 TOTAL			<u>793.75</u>
03/29/2018	GEN	70975	CONSUMERS ENERGY	ACCOUNT STATEMENT	920.000	000	22.51
03/29/2018	GEN	71011	VERGENNES BROADBAND	AIRPORT INTERNET	955.000	000	49.99
04/04/2018	GEN	71016	STATE OF MICHIGAN	2018 AIRPORT FACILITY MANAGER LICENSE	955.000	000	25.00
Total for fund 581 AIRPORT FUND							2,485.69

West Michigan Electric Systems Inc.

12566 Hoskins Ave.
Cedar Springs, MI 49319
(616)318-7515

Lowell Airport

Lowell, MI

ATTN: Casey

Phone:

Job Name: Hanger Lighting

Job Location: Main Building

We Hereby submit specifications and estimates for:

Provide labor and materials to install 7- LED Fixtures (20,500 lumens), 6- 2x4 LED fixtures in main hanger. Includes fixtures, bulbs, necessary hardware.

We Propose hereby to furnish material and labor- complete in accordance with above specifications, for the sum of:

Two thousand seven hundred sixty _____ **Dollars(\$2760.00)**

Payment to be made as follows: Net30 Interest of 1.5% (18% Annual) per month after 30days.

Tax is included in this proposal.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or Deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature: _____ Feb. 22, 2018

Brad Kober/Owner

NOTE: We may withdraw this proposal if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature of acceptance: _____

Shadow Electrical
 Enterprises LTD
 12267 36th Street
 Lowell, MI 49331
 (616) 490-3806
 john.boluyt.1994@gmail.com



ESTIMATE

ADDRESS

City of Lowell
 730 Lincoln Lake Ave.
 Attn: Casey Brown

ESTIMATE # 1001

DATE 03/26/2018
EXPIRATION DATE 04/26/2018

ACTIVITY	QTY	RATE	AMOUNT
Services Provide and install 8 new 11200 lumen LED 8' fixtures in main hangar	1	0.00	0.00
Services Provide and install 6 new 5600 lumen LED 2X4 layin fixtures in main hangar	1	0.00	0.00
Services Remove and recycle old fixtures or leave any fixture of value to be re-used elsewhere	1	0.00	0.00
Services Total materials and labor	1	3,390.00	3,390.00

TOTAL \$3,390.00

Accepted By

Accepted Date