



LOWELL AIRPORT BOARD

WEDNESDAY, JANUARY 13, 2016 AT 7:00 P.M.

LOWELL CITY AIRPORT

- 1. CALL TO ORDER; ROLL CALL**
- 2. ELECTION OF CHAIRMAN**
 - a. Rules and Regulations**
 - b. Board Appointments**
- 3. APPROVAL OF THE AGENDA**
- 4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**
 - a. Minutes from December 9, 2015**
- 5. FINANCIAL REPORT(S)**
 - a. Financial Statement**
 - b. Check Disbursement**
- 6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 7. OLD BUSINESS**
 - a. 2016 Airport Board meeting schedule**
- 8. NEW BUSINESS**
- 9. BOARDMEMBERS COMMENTS**
- 10. AIRPORT MANAGER'S REPORT**
 - a. MDOT Funding**
 - b. 2106 Improvement Projects**
- 11. FBO REPORT – WILLIAMS AIR POWER**
- 12. ADJOURNMENT**

ARTICLE II. - AIRPORT BOARD

Sec. 3-26. - Created.

There is hereby created a board of the city to be known as the airport board to accomplish the public purpose and whose powers, duties and responsibilities shall be as hereinafter set forth.

(Ord. No. 88-1, § 1(26-1), 1-4-88)

Sec. 3-27. - Purpose.

The airport board shall oversee the management, operation and use of the city's airport and periodically advise and make recommendations to the city council on its management, operation and use. Such oversight responsibilities shall include:

- (1) Periodic review of the management, operation, maintenance, and use of the airport;
- (2) Acting as a liaison between airport users and the city;
- (3) Periodic review and evaluation of the performance of the airport manager or management company;
- (4) Periodic review of all operational and lease contracts involving the airport including facilities located thereon to assure continued compliance with the provisions of such contracts;
- (5) Periodic review and recommendation to the city council on the establishment and adjustment of rates and charges for services provided at the airport including, but not limited to, landing fees, tie-down fees and storage fees;
- (6) Recommending to the city council capital improvement projects for the airport;
- (7) Promoting the use of the airport; and
- (8) Planning the future use and operation of the airport.

(Ord. No. 88-1, § 1(26-2), 1-4-88)

Sec. 3-28. - Composition.

The airport board shall consist of seven (7) members, four (4) of whom shall be registered electors of the city and three (3) of whom may, but need not be, registered electors of the city. Every member of the board shall be a voting member. All members shall be appointed by the mayor and confirmed by a majority of the members elected and serving on the city council.

(Ord. No. 88-1, § 1(26-3), 1-4-88; Ord. No. 95-4, § 1, 6-19-95)

Sec. 3-29. - Term of office.

The terms of office of airport board members shall be three (3) years, except that for the first voting members appointed, two (2) members shall be appointed for a three (3) year term, two (2) members shall be appointed for a two (2) year term, and one (1) member shall be appointed for a one (1) year term. The first nonvoting members shall be appointed to three (3) year terms. Except for the initial appointment of board members where a member's term shall commence upon appointment, all terms of office shall commence on January first. If a board member's term has expired, and a successor has not been appointed, the board member shall continue to serve until a successor is appointed.

(Ord. No. 88-1, § 1(26-4), 1-4-88)

Sec. 3-30. - Vacancies.

Vacancies on the airport board shall be filled in the same manner as initial appointments for the remainder of the unexpired term of the appointment vacated.

(Ord. No. 88-1, § 1(26-5), 1-4-88)

Sec. 3-31. - Removal from office.

A board member may be removed from the airport board by the city council at any time for cause.

(Ord. No. 88-1, § 1(26-6), 1-4-88)

Sec. 3-32. - Compensation.

Members of the airport board shall receive no compensation, but shall be entitled to their actual and necessary expenses incurred in the performance of their duties.

(Ord. No. 88-1, § 1(26-7), 1-4-88)

Sec. 3-33. - Meetings.

All meetings of the airport board, except as otherwise permitted by law, shall be open to the public and held in compliance with Act No. 267 of the Public Acts of Michigan of 1976 (MCL 15.261 et seq.), as amended. Meetings of the airport board may be called by the board chairperson or any two (2) of its members.

(Ord. No. 88-1, § 1(26-8), 1-4-88)

Sec. 3-34. - Quorum.

A majority of the members of the airport board shall constitute a quorum for conducting the business of the board.

(Ord. No. 88-1, § 1(26-9), 1-4-88)

Sec. 3-35. - Chairperson.

The members of the airport board shall annually in January of each year elect one (1) of its members as chairperson. The chairperson shall be responsible for conducting all meetings of the airport board. Another member of the board, selected by board members present, may serve as temporary chairperson for a meeting at which the chairperson is absent.

(Ord. No. 88-1, § 1(26-10), 1-4-88)

Sec. 3-36. - Contracts, expenditures.

The airport board may advise and make recommendations to the city council regarding the entering into of contracts or the expenditure of city funds in connection with the airport, but may not itself enter into contracts or commit city funds.

(Ord. No. 88-1, § 1(26-11), 1-4-88)

Sec. 3-37. - Rules, regulations.

The airport board shall, from time to time, recommend rules and regulations for the operation and use of the city airport to the city council. To be effective, such rules and regulations shall be approved by the city council.

(Ord. No. 88-1, § 1(26-12), 1-4-88)

Sec. 3-38. - Annual report.

The airport board, with the assistance of city staff and the airport manager or management firm, shall prepare annually a report to the city council on the management, operation and use of the airport. Such report shall be published in a manner determined by the airport board and in sufficient copies for distribution to the city council and all newspapers published in the city.

(Ord. No. 88-1, § 1(26-13), 1-4-88)

AIRPORT BOARD

The Airport Board is responsible to oversee the management, operation and use of the Lowell City Airport. It is also responsible for advising and making recommendations to the City Council and City Manager.

Organized by ordinance adopted January 4, 1988.

Meets usually the second Wednesday of the month at 7:00 p.m. (Check City Calendar).

		<u>First Appointed</u>	<u>Expires</u>
Paul Nicholls	877 Flat River Ct.	03/02/1998	01/01/2017
Jeff Altoft	611 W. Main	12/02/2013	01/01/2018
Jim Myaard	413 N. Washington	10/06/1997	01/01/2018
David Pasquale	905 North Washington	04/01/2013	01/01/2019
Eric Nelson	12920 Vergennes	04/16/2007	01/01/2019
Jeff Ostrander	12936 Vergennes Ave.	06/15/2015	01/01/2017
Tom Grimm	316 Spring St.	12/16/2002	01/01/2017
Dan Williams (FBO)	730 Lincoln Lake		

Bolded names are City Residents

The Airport Board is created by Section 3-26 of the Code of Ordinances with the composition and terms of the Board outlined in succeeding sections.

The Board consists of seven members, four of whom shall be registered electors of the city. There is no requirement that a councilmember be appointed. Members are appointed for three-year terms.

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, DECEMBER 9, 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 Lori Gerard

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

Absent: None.

Also Present: Bob Bourgette, Mitch Kahn, John Bolyut, Airport Manager Casey Brown and Lori Gerard

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 Myaard seconded to approve the minutes of November 11, 2015. Motion carried.

4. **FINANCIAL REPORTS**

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

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

None.

6. **OLD BUSINESS**

It was noted that Woods Landscape Maintenance would not be plowing the airport this winter as stated in the November meeting. Brown will pursue a plowing contract with Scenic Expressions LLC.

There was much discussion and concern about conduct reported between Dan Williams and a Woods employee. Emails were presented regarding the conversations as well as statements from others. Many board members had concern over what the truth is in this situation. Altoft stated that the board could hold an inquiry and invite all the parties.

Altoft moved and Nelson seconded to cease talking about the snowplowing incident. Motion carried

Brown stated that April 8, 2016 is departure date for Williams and he will keep all contact with him to a minimum.

7. **NEW BUSINESS**

None.

8. **BOARDMEMBERS COMMENTS.**

Altoft approved and Grimm seconded to approve the 2016 Airport Board meeting to meet the second Wednesday of each month. Calendar will be provided at January 2016 meeting. Motion carried.

9. **AIRPORT MANAGER'S REPORT**

Brown stated he would like board to approve the snow removal agreement with Scenic Expression LLC for \$7500 for the season. Brown will work with City Attorney Dick Wendt on this.

Grimm moved and Altoft seconded to approve the snow removal agreement for 2015-2016 with Scenic Expression LLC. Motion carried.

Brown stated that he would like to review the hangar lease agreements this year and work on adding wording to be sure that aircraft is operational and in current flying conditions or nearly ready for test flight. During the spring when working on budgets the board will also look at hangar rent and if they are in line with other airports.

It was noted that letters will go out with the January airport invoices asking tenants to submit any complaints or concerns with their hangars. Nelson commented that most major improvements were done in 2015 on doors.

Brown stated that he received an email from Jim Bodenner (A-5) to voluntarily break his lease effective 1/1/2016. Brown stated he will let other tenants know of the vacancy in case anyone wants to move to that hangar. Brown also has a list of people looking for hangar space.

Nelson moved and Grimm seconded to allow Jim Bodenner to break his lease with the City of Lowell for hangar A-5 effective 1/1/2016. Motion carried.

Brown also presented information using NCR Silver Fuel Sales as a software program allowing pilots to use a credit card for fuels sales at the airport. After looking at set up cost it was determined that it may cost about \$1000 to set this up. More details will follow.

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

None.

It was moved by Grimm and seconded by Myaard to adjourn at 8:36 p.m.

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 12/08/2015 - 01/11/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
12/17/2015	GEN	67153	BROWN, CASEY	REPAIR & MAINTENANCE	930.000	000	63.15
12/17/2015	GEN	67157	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.51
12/17/2015	GEN	67195	RYAN PETHERS	REPAIR & MAINTENANCE	930.000	000	140.00
12/17/2015	GEN	67209	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	50.00
12/23/2015	GEN	67222	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	801.000	000	542.50
Total for fund 581 AIRPORT FUND							817.16

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

BEGINNING CASH 7/1/15	\$25,707.04
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$23,344.00
INTEREST	
MISC. INCOME	622.00 (fly in)
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$49,673.04
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$1,473.52
PROFESSIONAL SERVICES/AUDIT FEES	\$4,542.50
INSURANCE	\$3,912.00
PUBLIC UTILITIES	\$404.39
REPAIR & MAINTENANCE	\$613.68
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$4,896.78
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$1,650.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$21.55
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$17,514.42
ENDING CASH: December 7, 2015	\$32,158.62



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

Lowell Airport Board Meetings

2016 Schedule

**Meetings will be held on the 2nd Wednesday of each month at 7:00 pm
Lowell City Airport
730 Lincoln Lake**

Regular Meeting Dates

January	13
February	10
March	9
April	13
May	11
June	8
July	13
August	10
September	14
October	12
November	9
December	14