



LOWELL AIRPORT BOARD

WEDNESDAY, APRIL 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 March 9, 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. Prepping for new FBO April 20
 - b. April 23 Cleanup day
10. FBO REPORT
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, MARCH 9, 2016 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, Eric Nelson, Paul Nicholls, David Pasquale, and Chairman Tom Grimm

Absent: Jim Myaard and Jeff Ostrander

Also Present: Bruce Whitman, Airport Manager Casey Brown and Lori Gerard

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Pasquale seconded to approve the minutes of February 10, 2016. Motion carried.

4. FINANCIAL REPORTS

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

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Pasquale read a letter that was mailed to the city hall from an Anonymous Citizen regarding concerns at the airport. No action was taken.

6. OLD BUSINESS

None.

7. NEW BUSINESS

Brown was questioning procedures for evicting a tenant if they do not pay their rent. Dick Wendt will be called about proper eviction language. It was noted that Brown would call first any tenant that becomes delinquent.

8. BOARDMEMBERS COMMENTS.

Grimm questioned why the airplane was on the trailer. It was believed to belong to Dan Williams.

Altoft wondered if all the unlicensed vehicles around the airport belonged to Williams also. Brown stated that this is all part of Williams moving out.

9. AIRPORT MANAGER'S REPORT

- a. Prepping for new FBO - Once Williams has vacated the airport repairs and updates will be looked at in his building before the new FBO moves in.
- b. 2016 Improvement Projects - some of the ideas for improvements included a tri-color VASI, additional taxi ways and crack sealing the runway. A cleanup day is set for April 23.
- c. Summer evening Fly-ins – the idea would be to have a few impromptu nights and include grilling burgers. More planning and ideas will be discussed in upcoming meeting.

10. FBO REPORT – WILLIAMS AIR POWER

None.

Nicholls stated he met with Williams today and he is definitely planning to be out on April 8. It was unsure where Williams was moving his operation to.

It was moved by Grimm and seconded by Nelson to adjourn at 7:59 p.m.

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

BEGINNING CASH 7/1/15	\$25,707.04
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$38,432.00
INTEREST	\$10.87
MISC. INCOME	\$622.00 (fly in)
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$64,987.91
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$1,537.70
PROFESSIONAL SERVICES/AUDIT FEES	\$7,275.00
CONTRACTUAL	\$6,000.00
INSURANCE	\$3,912.00
PUBLIC UTILITIES	\$660.67
REPAIR & MAINTENANCE	\$613.68
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$7,488.38
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$1,650.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$21.55
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$29,158.98
ENDING CASH: April 11, 2016	\$35,828.93

User: SUE
DB: Lowell

CHECK DATE FROM 03/03/2016 - 04/11/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 581 AIRPORT FUND

03/03/2016	GEN	67516	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.59
				PUBLIC UTILITIES	920.000	000	44.58
				CHECK GEN 67516 TOTAL			<u>67.17</u>
03/03/2016	GEN	67539	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,000.00
03/03/2016	GEN	67543	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
03/18/2016	GEN	67569	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	19.18
03/18/2016	GEN	67594	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
03/24/2016	GEN	67610	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	000	1,500.00

Total for fund 581 AIRPORT FUND

2,686.33

Lori Gerard

From: Casey Brown <casey.pro75@gmail.com>
Sent: Monday, April 11, 2016 8:30 AM
To: Lori Gerard; Tom Grimm; Paul Nicholls; David Pasquale; Jeff Ostrander; Jeff Altoft; Eric Nelson; Jim.Myaard@amway.com; Robert Bourgette; Bauerlarry@icloud.com
Subject: Airport Managers Notes
Attachments: IMG_0291.JPG; IMG_1316.JPG; IMG_1377.JPG; IMG_1351.JPG

Since I am down at Sun n Fun with the Utva & Walt Disney World this week, I will not be attending the April Board meeting. Please find the included notes to be added to the agenda for the meeting.

4/11/16

After Dan Williams official departure as FBO on 4/8/16, Larry Bauer is taking over the FBO roll on 4/9/16. I had contacted Consumers Energy to have them read the electric and gas meters that Dan was paying for on 4/9/16. The meters transferred to the city on 4/9/16. It sounds like Dan was successful getting his property removed. We should dip the fuel tanks and determine how much fuel is left in the tank. When Larry fills the tanks, the airport will pay Dan for the remaining fuel left in the tank at the rate Larry paid at the time of filling. This should be the last item of business related to Dan.

I will be back in town on 4/16/16. I will spend some time looking over the airport and FBO with Larry any anyone else who would like to attend. I will then make plans to get a dumpster if needed and materials for our 4/23/16 cleanup day. Below is a small list of items I would like to see addressed on the cleanup day. I would also like to meet with a few board members on Wednesday evening around 6:00 4/20/16 to walk through the cleanup plan to determine equipment, material and tool needs. If a couple volunteers could step forward at the board meeting, that would be perfect. I would also like to ask Bob Bourgette to come out on Wednesday if he is available too.

Cleanup Activities:

Bone Yard

- Cut up and burn any wood remaining
- Dispose of any remaining items
- Rake and mow

Terminal Building

- Clean and organize (Windows, Fridge, etc...)
- Paint interior
- Remove wood from wood shed (Donate to anyone who wants it)
- Add mulch to plant beds if needed
- Remove chain link fence
- Place benches and picnic table

FBO Buildings 1 & 2

- Clean and scrub
- Clean bi-fold door
- Inspect sliding door on building 2 (plan/make repairs)
- Paint walls

Create a deficiencies list
Plan for upgrades and improvements

Annex

Clean and scrub
Remove all scrap lumber from bin in back (Burn with Bone Yard lumber)
Remove fence panels from Annex lumber bin
Locate all airport equipment in Annex

Runway/Taxi Lights

Inspect and replace bulbs
Repair if required

Fill Pile

Level with Randy's skid steer

Hangar Doors

Tune up some sliding doors
Replace knob on 1 access door on Hangar B

That should cover it for now. Please add to the list if you think of other activities that we should take care of. Including a few photos of the Utva and Crew. This plane is a riot!!!

Thank you all for your support.

Casey Brown.