



LOWELL AIRPORT BOARD

WEDNESDAY, NOVEMBER 9, 2016 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 October 12, 2016
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. AIRPORT MANAGER'S REPORT
 - a. Gas pump update
 - b. Adjacent airport hangar prices
 - c. 2017 Hangar leases
 - d. V-Tail Bonanza
11. FBO REPORT
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, OCTOBER 12, 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: Eric Nelson, Paul Nicholls, Jim Myaard, David Pasquale, Jeff Altoft, Jeff Ostrander and Chairman Tom Grimm

Absent: None

Also Present: Bob Bourgette, Bruce Whitman, Ben from IEQ Industries, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

None.

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

Nelson moved and Myaard seconded to approve the minutes of September 14, 2016 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

Bruce Whitman questioned what the status was with tiling the alley way between hangars. Brown noted that the board has not put pencil to paper yet on that. Grimm hopes that the paving will be done next year.

Whitman commented that he has an old refrigerator that the airport can have if they want it. It needs to be cleaned but works. Brown stated they would take it.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

None.

10. AIRPORT MANAGER'S REPORT

- A. Gas pump update – Brown stated that they need to get the island poured, plumb it and put in anchors to secure the pump.
- B. Post Fly-In discussion – It was noted that 43 planes came in that day. It is believed that 260 people were served a pancake breakfast. Brown also stated that a flight of T-5's also came.
- C. IEQ Industries/Building 3 remodel – Ben from IEQ stated that the office space is not efficient in the building they are occupying. He presented a plan for redesigning the interior of the building to allow for a bridge crane and a 440 power service. Currently IEQ is on a month to month lease basis and if they invest into this project they would like an extended lease agreement. Altoft commented that 10 years is as long as city will allow. Ben stated they have enjoyed being at the airport and wanted to know if the board would assist with any of the cost. It was questioned by Nelson if the floor could hold the weight of the large pump. Ben noted they have not had any problem. Ostrander commented that the board should be aware that this does devalue hangars near the IEQ shop as it is difficult to see any stuff under the wings when coming and going. Ben will get some quotes and bring them back to the board.
- D. Lease review – Brown noted the 2 changes in the hangar lease that he made. He added language directly from the FAA. Currently there are no project planes in hangars. Nelson mentioned that this does not specify about fuel being stored. It was noted that the language in paragraph C needed to be changed from Lessor to Lessee where appropriate. Brown stated that this should be shown to City Manager Mike Burns and also Dick Wendt for approval. New hangar leases will go out in December for 2017. It was noted that we have not had an increase in rent since 2012.

Grimm moved and Nelson approved to raise hangar rent \$10 per month effective 2017.

Myaard questioned what market value is and what surrounding airports charge for hangar space. Nelson moved that he would like to table the motion until more information can be collected. Brown will contact other airports and report next month.

11. FBO REPORT

None.

Grimm moved and Myaard seconded to adjourn at 7:59 pm. Motion carried.

Respectfully submitted
Lori Gerard

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 10/08/2016 - 11/03/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
10/13/2016	GEN	68507	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	20.13
10/13/2016	GEN	68536	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	33.91
10/13/2016	GEN	68542	TRACTOR SUPPLY CREDIT PLAN	REPAIR & MAINTENANCE	930.000	000	3.99
10/21/2016	GEN	68577	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
10/28/2016	GEN	68585	BROWN, CASEY	OPERATING SUPPLIES	740.000	000	755.98
10/28/2016	GEN	68588	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	115.81
				PUBLIC UTILITIES	920.000	000	30.44
				PUBLIC UTILITIES	920.000	000	22.57
				PUBLIC UTILITIES	920.000	000	46.80
				CHECK GEN 68588 TOTAL			<u>215.62</u>

Total for fund 581 AIRPORT FUND

1,079.62

**AIRPORT FUND
FINANCIAL STATEMENT
November 3, 2016**

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$11,620.00
INTEREST	\$5.80
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
FLY IN	\$1,089.00
TOTAL REVENUES TO DATE:	\$46,112.91
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$3,746.23
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	
INSURANCE	\$3,088.00
PUBLIC UTILITIES	\$646.04
REPAIR & MAINTENANCE	\$2,450.83
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$4,589.83
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$2,110.43
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$16,631.36
ENDING CASH: November 3, 2016	\$29,481.55