



LOWELL AIRPORT BOARD

WEDNESDAY, FEBRUARY 10, 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 January 13, 2016
4. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Williams Air Power
7. NEW BUSINESS
8. BOARDMEMBERS COMMENTS
9. AIRPORT MANAGER'S REPORT
 - a. 2016 Improvement Projects
 - b. Drainage around hangars
 - c. New FBO update
 - d. Capital Improvement Plan
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, JANUARY 13, 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, Jim Myaard, Eric Nelson, Paul Nicholls, David Pasquale, Jeff Ostrander and Chairman Tom Grimm

Absent: None.

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

2. APPROVAL OF THE AGENDA

Myaard moved and Grimm seconded to approve the agenda with item 10 b changed to 2016. Motion carried.

3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Myaard seconded to approve the minutes of December 9, 2015. Motion carried.

4. FINANCIAL REPORTS

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

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

Nelson commented that the chimney sweeper believes the chimney is unsafe as there are cracks in the tile and parts of the liner are falling. Grimm questioned if it would be cost effective to replace this with a pellet stove. Altoft noted he knew a guy that could give us a price.

Grimm moved and Altoft seconded that the board should get quotes for a pellet stove. Motion carried.

8. BOARDMEMBERS COMMENTS.

Pasquale questioned the schedule for getting a new FBO as Williams will be leaving in April. Brown commented that he and Nicholls have spoken with some people about this.

9. AIRPORT MANAGER'S REPORT

Brown stated he spoke with Bob Nelesen from Prien & Newhof regarding MDOT funding for aviation that might be available. More discussion will follow on this.

Letters went out with invoices requesting hangar tenants give a list of repairs needed on grounds or hangars. Responses will be presented at next meeting.

Bourgette asked if we are still considering a VASI and improvements on 624?

It was noted that the snow plow service was not plowing as often as Williams did but overall was doing a good job.

There was much discussion regarding improvements to be done in 2016. Altoft questioned if dust control has been used. The city has a contract with Kent County Road Commission so we should get a price in the spring. Brown noted that more taxiways would solve this problem. Whitman noted that the taxiways need to be wider. Myaard questioned if using crushed asphalt could be an answer.

10. FBO REPORT – WILLIAMS AIR POWER

Nicholls commented that Williams had a problem with a frozen pipe in the ceiling in the back room in building 2 but that has been taken care of.

It was noted that Williams is no longer do annuals in Lowell.

It was moved by Grimm and seconded by Myaard to adjourn at 8:03 p.m.

**AIRPORT FUND
FINANCIAL STATEMENT
February 5, 2016**

BEGINNING CASH 7/1/15	\$25,707.04
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$33,110.00
INTEREST	
MISC. INCOME	\$622.00 (fly in)
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$59,655.04
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$1,537.70
PROFESSIONAL SERVICES/AUDIT FEES	\$4,542.50
CONTRACTUAL	\$1,500.00
INSURANCE	\$3,912.00
PUBLIC UTILITIES	\$494.24
REPAIR & MAINTENANCE	\$613.68
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$7,388.40
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$1,650.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$21.55
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$21,660.07
ENDING CASH: February 5, 2016	\$37,994.97

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
01/14/2016	GEN	67295	BROWN, CASEY	OPERATING SUPPLIES	740.000	000	64.18
01/14/2016	GEN	67300	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	18.49
				PUBLIC UTILITIES	920.000	000	27.15
				PUBLIC UTILITIES	920.000	000	44.21
				CHECK GEN 67300 TOTAL			<u>89.85</u>
01/14/2016	GEN	67329	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	000	2,441.63
01/15/2016	GEN	67333	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	000	1,500.00
01/27/2016	GEN	67383	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
Total for fund 581 AIRPORT FUND							4,145.65

Williams Air Power, Inc.

730 Lincoln Lake Avenue SE
Lowell, MI 49331 US
(616) 897-5785
dwilli1124@aol.com

INVOICE

BILL TO

City of Lowell
301 E Main
Lowell, MI 49331

INVOICE # 1370

DATE 02/01/2016

DUE DATE 03/02/2016

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
FBO Services October Services	1	1,000.00	1,000.00
FBO Services November Services	1	1,000.00	1,000.00
FBO Services December Services	1	1,000.00	1,000.00
FBO Services January Services	1	1,000.00	1,000.00

BALANCE DUE

\$4,000.00

Lori Gerard

From: Dan Williams <dan@williamsairparts.com>
Sent: Thursday, February 04, 2016 8:07 PM
To: David Pasquale; Lori Gerard
Subject: Issue for interim city manager

Dear Dave,

I am writing about payment of the FBO services fee.

I sent in an invoice for services because I have been waiting for two months for some action on an email I wrote to Mark Howe and the airport board regarding FBO services charges and snow plowing. Once again Casey misrepresents the facts, facts that are in the FBO agreement, and monies.

I will just quote part of my email from December 7 2015. "It was not clear to me when Jeff asked me a question about plowing in October that he was asking as a board representative. I did not intend my comment to be an official answer; I wasn't caring about a lot because I was discouraged to have to close the business. Officially, I am and was well aware that Casey attached the rent from the third building to the plowing in the contract when he took control of that building and I do care about that money. Mark, your October letter recognizing my resignation seemed to indicate that you may have been told that I don't care about the money. I never said that and it is absolutely not true.

I and my accountant were very clear with Casey in January that it was very hard to make a living at this small airport and the money that I arranged to get with my initiative from the rental of some of my space was imperative to the supporting of my family. Mark, I was very clear with you about this in private meetings, as well as my reply to the addendum. My wife happened to mention this in her letter to the board as well. You sent an addendum November 1. So, to have an addendum that takes away my means but does not alleviate other responsibilities and airport expenses, for instance the heat bill, goes too far. I wrote you in reply to the addendum saying that there was no need for the addendum and that I would continue to plow. Since you did not reply to my email for some time, I assumed that the contract was in effect.

On November 20 you gave written notice and did state that I have been relieved of the snow plowing. That was the first notice that I was relieved in accordance with the contract.

However, I want to quote the contract, Section 8 line 7. "If Williams shall, pursuant to Section 6 hereof, no longer be responsible for snow removal, the FBO Service Fee (rent from third building) shall be reduced by the cost to the City of snow removal to be performed by others". Therefore, I expect you to honor the FBO Agreement that you all wrote. The 30 days notice should be set at November 20 I expect you to provide evidence as to the contract you have with the other snow removal contractor so that the Service Fee can be set appropriately.

I have had a good working relationship and supportive environment here at Lowell Airport for 8 years. There have been difficulties with the new manager this year, but I would like to see the board and city help finish my time here on a more positive note. "

I was never given any information on the contract, never paid for the full months of October, November, December as per the contract set at \$1000. I sent the invoice to get the money due to my business and to get some action on my last email so we can set the January thru March services fee.

I would appreciate a response from you by February 12th so the contract can be followed and fulfilled.

Thank you for your attention

Attached is Casey's email to Lori Gerard and myself.

Lori,

These invoices are not valid. Mark Howe and myself had placed Dan on notice several times over the past several months that his snow removal services will no longer be required. After discussions with Mark and Dick Wendt, it was determined that we had already paid Dan more in FBO services for the year in the amount of \$750.00 after factoring the portion of FBO service cost that is now being paid to the new snow removal contractor. We are not seeking a return on that surplus money we have paid to Dan. Dan has been covered with a surplus for FBO services, we will not be seeking repayment of the surplus and we will not be paying any additional invoices.

I have copied Dan on this email as well. If there are any disputes, Dan is welcome contact me.

Thank you for passing this along to me.

Casey Brown
Airport Manager
Lowell City Airport

City of Lowell Airport

RECEIVED

JAN 29 2016

Dear Hangar Tenants:

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

1/28/16

Hangar: A-6

Name: PETER DRAMAISMA

Repairs needed to hangar and or grounds:

FUEL PUMP THAT WORKS ON DEMAND

Updates that you feel would improve the Airport:

PAVED TAXIWAYS FOR ALL HANGARS,
WITH NO HANGAR RENT INCREASE

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

RECEIVED

FEB - 1 2016

City of Lowell Airport

Dear Hangar Tenants:

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

Hangar: _____ 9-00210-1

Name: Cessna N 79921 Aircraft Inc
David Ryder

Repairs needed to hangar and or grounds:

Please oil Lube Slides Hangar Door Wheels

Updates that you feel would improve the Airport:

Pave Main Road into the airport off Lincoln Lake

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

Lori Gerard

From: james bakeman <bakeman.james@gmail.com>
Sent: Saturday, January 16, 2016 8:33 PM
To: Lori Gerard
Subject: Hanger Questionnaire

I am in Hanger A1

Name: James Bakeman

I do not identify any hanger **repairs** being required at this point.

Updates that would improve the airport: It would be a notable benefit to pave the entrance drive to the airport. The dirt drive is treacherous during the winter and spring months and it results in clouds of dust thrown into the air in the summer. This dust, of course, covers cars and trucks using the drive for access but also finds its way to the hangers, settling on the airplanes within.

Extending the interior paved taxiway to the "A" hanger would also be an improvement.

Sincerely,

James Bakeman

Lori Gerard

From: ka8ysm@juno.com
Sent: Monday, January 18, 2016 9:09 AM
To: Lori Gerard
Cc: fogliamarcelo@hotmail.com; drgregforbes@gmail.com; Steve.Harvey@cox.net
Subject: Re: Hangar Tenants
Attachments: ATT00001.txt; ATT00002.htm

Lori,

I chose to write instead of using the form due to having to print, write, scan, and attach in order to submit it back to you. Perhaps someone could design up something with active fields in the .pdf so that it could be submitted from a tablet or phone. Just a thought.....

I do have an problem in front of Hangar 5B. Water has not been draining from in front of the door and up to the new taxi-way. I worked for two hours on Saturday chipping ice only to end up with two inches of water. With freezing temperatures it would have been ice again upon my return so I decided not to fly and canceled my avionics appointment at Grand Rapids. I thought there was a drain and that it may be blocked but could not find it.

There has been considerable work done in the past year to try and improve the drainage and I appreciate that. The hangar doors were also raised so when the ground heaves due to frost I'm hopeful they will still work. Last year my aircraft was trapped for almost three months.

It was disappointing to learn that Dan Williams is no longer going to be providing FBO services at the airport. Replacing Dan with anyone even close to his expertise and experience is unlikely given today's economic climate. The City Manager was presented with a nearly impossible situation having to choose between the airport manager and the FBO and that was tragic. I must say that when my airplane needs service I will miss the mechanic more.....

Many Thanks to the City of Lowell for all that has been done over the years at the Airport. I have been involved in the Lowell Airport Community since 1983 and look forward to many more years of enjoyment.

Best wishes,
Tom Werkema
616-437-0077 cell

Please note: message attached

From: Lori Gerard <lgerard@ci.lowell.mi.us>
To: marcelo foglia <fogliamarcelo@hotmail.com>, "ka8ysm@juno.com" <ka8ysm@juno.com>, Greg Forbes <drgregforbes@gmail.com>, Steve Harvey <Steve.Harvey@cox.net>
Subject: Hangar Tenants
Date: Mon, 11 Jan 2016 15:58:12 -0500

4 Common Foods 'Destroying' Your Digestive Health ...
Hattaka K et al, "Effect of long term consumption of probiotic milk on ...

City of Lowell Airport

RECEIVED

JAN 19 2016

Dear Hangar Tenants:

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

Hangar: A-4

Name: Bob Bourgette

Repairs needed to hangar and or grounds:

- LUB + CHK ALL DOORS
- NEW PAINT ON NORTH SIDE OF TERMINAL Bldg.
- PAINT FENCE ON NORTH SIDE OF TERMINAL Bldg.
- PAINT SIGN POSTS AT AIRPORT ENTRANCE
- BRINE ENTRANCE ROAD

Updates that you feel would improve the Airport:

- VASI FOR RUNWAY 30
- PAVED TAXI WAY BETWEEN HANGARS AT B + WEST SIDE OF A
- REWORK TOAF ON WEST END OF 6/24
- UPDATE TENANT AGREEMENT TO REDUCE NUMBER OF NON-FLYING AIRCRAFT TAKING UP HANGAR SPACE.

Courtesy reminders:

- POST LIST OF TENANTS

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

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AIRPORT CAPITAL IMPROVEMENT PLAN

2012-2013	Improve airport to General Utility status and apply for General Utility class
2012-2013	purchase ground maintenance equipment
2013-2014	Construct additional hangars
2014-2015	Improve turf on runway 6-24
2015-2016	Extend runway 30
2016-2017	asphalt main road
2017-2018	Asphalt parking lot, upgrade existing hangars

Approved by the Lowell Airport Board 12/4/2012