



LOWELL AIRPORT BOARD

Wednesday, March 14, 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 February 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 pricing to replace lighting in hangar 1
 - b. Propose Saturday April 21 for spring clean-up
 - c. Ideas for clean-up items
 - d. Discussion regarding taxiway paving
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, FEBRUARY 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, Jim Myaard, Jeff Ostrander, David Pasquale and Tom Grimm

Absent: Eric Nelson

Also Present: Bruce Whitman, Walter Pagle, Eric & Lena Spross, Alex Taylor, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Myaard seconded to approve the minutes of January 10, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

Brown commented that the temporary repairs of the pipes have been completed and a new toilet installed.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

None.

10. ALEX TAYLOR UPDATE

Taylor stated that he is working on finalizing the initial design concept and CAD drawings. He is also working on partnering with Calvin, Steelcase and GVSU.

It was noted that Taylor provided a presentation for the City Council at a recent meeting and has also been interview in the Lowell Ledger.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal – Brown stated that there has not been any complaint so far regarding snow removal.
- b. Discussion regarding Midwest Aviation – Brown introduced Walter Pagle (IA mechanic) and Eric Spross (A&P mechanic) from Midwest Aviation. Mark Lynn is another member of the team who was not able to be here tonight. They will be setting up their avionic business in building 1 beginning March 1.

Brown mentioned that Dick Wendt is currently working an agreement with them and the City of Lowell. Pasquale stated that this will be a big advantage for the airport to have them here. Pagle noted that they will have a quick turnaround time on annuals which will help to get their business going.

Brown stated that he has purchased some new office furniture from ITT Tech's online sale. Furniture is almost new and priced around \$500.

Grimm moved to adjourn at 7:45 pm. Motion carried.

Respectfully submitted
Lori Gerard

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 02/13/2018 - 03/09/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
02/15/2018	GEN	70769	CONSUMERS ENERGY	ENERGY STATEMENT - AIRPORT	920.000	000	22.59
02/15/2018	GEN	70786	LAKE EFFECT SNOW REMOVAL	AIRPORT SNOW REMOVAL	930.000	000	850.00
				AIRPORT SNOW REMOVAL 2/8 - 2/11/18	930.000	000	450.00
				CHECK GEN 70786 TOTAL			<u>1,300.00</u>
02/15/2018	GEN	70808	SELF SERVE LUMBER	ACCOUNT STATEMENT			** VOIDED **
02/15/2018	GEN	70814	VERGENNES BROADBAND	AIRPPORT INTERNET			** VOIDED **
02/15/2018	GEN	70832	SELF SERVE LUMBER	ACCOUNT STATEMENT	930.000	000	204.93
02/15/2018	GEN	70838	VERGENNES BROADBAND	AIRPPORT INTERNET	955.000	000	49.99
03/01/2018	GEN	70869	LAKE EFFECT SNOW REMOVAL	AIRPORT SNOW REMOVAL 2/12	930.000	000	400.00
Total for fund 581 AIRPORT FUND							1,977.51

**AIRPORT FUND
FINANCIAL STATEMENT
March 9, 2018**

BEGINNING CASH JULY 1, 2017	\$47,461.00
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$37,564.00
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:	\$94,143.66
 EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$8,189.19
PROFESSIONAL SERVICES/AUDIT FEES	\$1,295.00
CONTRACTUAL INSURANCE	\$4,775.00
PUBLIC UTILITIES	\$4,392.00
REPAIR & MAINTENANCE	\$3,039.56
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$3,043.15
RENTALS	\$9,056.02
PREPAID INSURANCE	
CAPITAL OUTLAY	\$4,800.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$795.27
**PREPAID EXPENSE FOR INSURANCE.	
 TOTAL EXPENSES:	 \$39,385.19
 ENDING CASH: March 9, 2018	 \$54,758.47

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: _____

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- 6 lamp T8 fixtures with LED bulbs, 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 four hundred twenty five _____ **Dollars(\$2425.00)**
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.

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