



LOWELL AIRPORT BOARD

WEDNESDAY, MAY 11, 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 April 13, 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. Thank you for all of the volunteer help
 - April Cleanup
 - Painting
 - Runway Rolling
 - Mowing
 - b. Continue discussion of future projects
 - Runway maintenance
 - Taxiway maintenance
 - New Hangars
 - Taxiway additions
 - General Utility License
 - VASI
10. FBO REPORT
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, APRIL 13, 2016 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:00 p.m. by Paul Nicholls and the roll was called by Lori Gerard

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

Absent: Chairman Tom Grimm

Also Present: Mitch Kahn, Bob Bourgette, Greg VanStrien, Jim Sowle, Larry Bauer, Greg Forbes, Airport Manager Casey Brown and Lori Gerard

Altoft moved and Nelson supported to approve the absence of Chairman Tom Grimm. Motion carried.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Altoft seconded to approve the minutes of March 9, 2016. Motion carried.

4. FINANCIAL REPORTS

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

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Kahn commented that taxiways were paved a couple years ago and hoped that more will be done in the near future. Kahn also noted that the pilots would appreciate a heads up by email when the airport is out of fuel.

Bauer stated he would be willing to make calls and get someone out to fill the fuel tanks.

Nelson moved and Myaard seconded to approve authorization for Larry Bauer to get the fuel tanks filled at the airport. Motion carried.

Kahn and Forbes agreed that the airport has never looked better thanks to all the volunteers.

6. OLD BUSINESS

Manager Brown commented that the board would need to revisit the snow removal this fall.

Altoft stated that the board should move ahead with approving the VASI system and wanted to set aside \$3000 to do this. Sowle commented that an engineering firm would need to set up plans do this and that would double the amount of what the VASI cost. Manager Brown stated he would bring some estimates to the next meeting. Forbes questioned if this fell in to the master plan. Kahn stated if the goal is to have General Utility status then projects should line up with that.

7. NEW BUSINESS

None.

8. BOARDMEMBERS COMMENTS.

Nicholls questioned if there was anything as the new FBO Bauer wanted to happen in the space he would be occupying. Bauer stated he would be starting to move his tools over from Sparta but was in no rush. He noted that some LED 4' lights would be helpful.

Altoft noted that he talked to City Attorney Dick Wendt about using the same contract for the FBO that Williams had but remove the mowing and plowing.

Ostrander state that the door in hangar 2 needs repair.

9. AIRPORT MANAGER'S REPORT

Brown noted that Williams did vacate his space and removed all his property by April 8.

Brown reminded all of the upcoming airport workday on April 23.

10. FBO REPORT

None.

It was moved by Pasquale and seconded by Altoft to adjourn at 7:39 p.m.

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

BEGINNING CASH 7/1/15	\$25,707.04
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$40,742.00
INTEREST	\$10.87
MISC. INCOME	\$622.00 (fly in)
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$67,297.91
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$1,737.70
PROFESSIONAL SERVICES/AUDIT FEES	\$8,351.18
CONTRACTUAL	\$7,500.00
INSURANCE	\$3,912.00
PUBLIC UTILITIES	\$821.45
REPAIR & MAINTENANCE	\$861.24
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$7,538.37
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$5,150.00
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$21.55
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$35,893.49
ENDING CASH: May 5, 2016	\$31,404.42

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 04/12/2016 - 05/05/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
04/13/2016	GEN	67656	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.71
				PUBLIC UTILITIES	920.000	000	30.55
				PUBLIC UTILITIES	920.000	000	18.66
				CHECK GEN 67656 TOTAL			<u>71.92</u>
04/13/2016	GEN	67690	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	1,076.18
04/22/2016	GEN	67721	RAY JABLONSKI	LAND IMPROVEMENTS	132.000	000	3,500.00
04/22/2016	GEN	67723	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	000	1,500.00
04/22/2016	GEN	67731	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
05/05/2016	GEN	67777	BROWN, CASEY	OPERATING SUPPLIES	740.000	000	200.00
				REPAIR & MAINTENANCE	930.000	000	247.56
				CHECK GEN 67777 TOTAL			<u>447.56</u>
05/05/2016	GEN	67780	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	47.22
				PUBLIC UTILITIES	920.000	000	19.05
				PUBLIC UTILITIES	920.000	000	22.59
				CHECK GEN 67780 TOTAL			<u>88.86</u>
Total for fund 581 AIRPORT FUND							6,734.51