



LOWELL AIRPORT BOARD

WEDNESDAY, NOVEMBER 11, 2015 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 October 14, 2015
 - b. Minutes from Special Meeting October 21, 2015
4. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Addendum to FBO agreement
7. NEW BUSINESS
8. BOARDMEMBERS COMMENTS
9. AIRPORT MANAGER'S REPORT
 - a. Snow removal
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, OCTOBER 14, 2015 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, Jeff Ostrander and Chairman Tom Grimm

Absent: Jim Myaard

Also Present: Bob Bourgette, John Bolyut, Dan & Liane Williams, 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 the September 9, 2015 as presented. Motion carried.

4. **FINANCIAL REPORTS**

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

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Liane Williams read a letter regarding her view of the conflicts her husband Dan Williams is having with the board and airport manager.

6. **OLD BUSINESS**

None.

7. **NEW BUSINESS**

None.

8. **BOARDMEMBERS COMMENTS.**

It was the consensus of the board that their intent was to work toward reconciliation with Williams as he is a valuable asset to the airport. Many commented that they have tried to reach out to Williams but he has been unavailable. Ostrander stated he would talk with Williams about how the issues could be resolved. The board decided that they would hold a special meeting October 21 to discuss this.

9. **AIRPORT MANAGER'S REPORT**

a. **Fly-In**

Airport Manager Brown commented that the Fly-In was very successful. He noted that we had 49 airplanes come in and fed about 250 people. He stated that Jeff & Bif Altoft did an outstanding job with the planning and cooking of the breakfast. Brown also thanked the board and hangar tenants for all their help and support. After all expenses were paid it was noted that there was a balance of \$472.

Brown also thanked Bob Bourgette for all the work on the windsock and tetrahedron.

10. **FBO REPORT – WILLIAMS AIR POWER**

None.

It was moved by Grimm to adjourn at 8:16 p.m.

MINUTES OF THE LOWELL AIRPORT BOARD
SPECIAL BUSINESS MEETING
WEDNESDAY, OCTOBER 21, 2015 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: Terry Baumgartner, Bob Bourgette, Bruce Whitman, Airport Manager Casey Brown, City Manager Mark Howe and Lori Gerard

2. **APPROVAL OF THE AGENDA**

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

3. **APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

None.

4. **FINANCIAL REPORTS**

None.

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Bruce Whitman stated he came to the meeting tonight as he wondered what was happening at the airport.

6. **OLD BUSINESS**

a. **Notification of termination of FBO agreement**

A letter was received from Dan Williams stating his intent to terminate the FBO agreement with the City of Lowell. FBO agreement requires a six month notice. After much discussion the board agreed that they would like to reach out to Williams as a last attempt to reconcile differences and renegotiate the FBO agreement if need be. Brown will contact Williams to meet.

Altoft moved and Nelson seconded to accept the termination of the agreement with Williams Air Power and the City of Lowell. After discussion Nelson motioned to rescind. Motion cancelled.

City Manager Mark Howe stated he would send a Letter of Understanding to Williams before the next board meeting.

Grimm stated that the board should have a plan in order should they need it. Brown stated he would get bids for snow removal.

7. **NEW BUSINESS**

None.

8. **BOARDMEMBERS COMMENTS.**

None.

9. **AIRPORT MANAGER'S REPORT**

None.

10. **FBO REPORT – WILLIAMS AIR POWER**

None.

It was moved by Grimm to adjourn at 8:33 p.m.

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 10/10/2015 - 11/09/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
10/15/2015	GEN	66875	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	000	35.50
				REPAIR & MAINTENANCE	930.000	000	62.49
				CHECK GEN 66875 TOTAL			<u>97.99</u>
10/15/2015	GEN	66876	BROWN, CASEY	REPAIR & MAINTENANCE	930.000	000	70.33
10/15/2015	GEN	66879	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.86
10/15/2015	GEN	66916	WILLIAMS AIR POWER INC.	PROFESSIONAL SERVICES	801.000	000	4,000.00
10/23/2015	GEN	66925	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	000	12.00
10/23/2015	GEN	66937	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
10/29/2015	GEN	66948	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.62
				PUBLIC UTILITIES	920.000	000	40.81
				CHECK GEN 66948 TOTAL			<u>63.43</u>
11/06/2015	GEN	66995	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.42
Total for fund 581 AIRPORT FUND							4,337.02

ADDENDUM TO FIXED BASE OPERATION AGREEMENT

THIS ADDENDUM TO FIXED BASE OPERATION AGREEMENT (the "Addendum") dated as of November 1, 2015, by and between the **CITY OF LOWELL** (the "City") and **WILLIAMS AIR POWER, INC.** ("Williams").

RECITALS

A. The City and Williams entered into a Fixed Base Operation Agreement (the "FBO Agreement") dated as of January 1, 2015, providing for Williams to establish a fixed base operation at the City-owned airport (the "Airport") for an initial 5-year term.

B. Pursuant to the provisions of Section 19 of the Agreement Williams notified the City in writing on October 8, 2015 (the "Notice"), that it was electing to terminate the FBO Agreement six months from the date of the Notice.

C. The City desires to acknowledge the notice of termination and address snow removal at the Airport during such six-month period.

NOW, THEREFORE, for and inconsideration of the mutual undertakings set forth in the FBO Agreement and this Addendum and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Williams agree as follows:

Section 1. Termination of FBO Agreement. Based on the Notice received from Williams pursuant to Section 19 of the FBO Agreement, the FBO Agreement will terminate in accordance with its terms at 12:00 a.m. local time on April 8, 2016.

Section 2. Snow Removal. Pursuant to Section 6 of the FBO Agreement, the City, through the Addendum, is confirming its notice to Williams of the City's election to have Williams discontinue providing snow removal services at the Airport during the remaining term of the FBO Agreement.

Section 3. FBO Service Fee. The City and Williams agree that commencing November 1, 2015, the FBO Service Fee referenced in Section 8 of the FBO Agreement shall no longer be due and payable by the City to Williams during the remaining term of the FBO Agreement.

Section 4. Ratification of FBO Agreement. Except for those matters addressed in this Addendum, all other provisions and terms of the FBO Agreement, including but not limited to, those set forth in Section 20 and 25 hereof applicable upon termination, are hereby ratified and confirmed.

IN WITNESS WHEREOF, the City and Williams by their authorized representatives have executed this Addendum as of the date first written above.

CITY OF LOWELL

By: _____
James W. Hodges, Mayor

Attest: _____
Susan Ullery, City Clerk

WILLIAMS AIR POWER, INC.

By: _____
Daniel J. Williams, President