

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, DECEMBER 9, 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: Bob Bourgette, Mitch Kahn, John Bolyut, Airport Manager Casey Brown 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**

Nelson moved and Myaard seconded to approve the minutes of November 11, 2015. Motion carried.

4. **FINANCIAL REPORTS**

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

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

None.

6. **OLD BUSINESS**

It was noted that Woods Landscape Maintenance would not be plowing the airport this winter as stated in the November meeting. Brown will pursue a plowing contract with Scenic Expressions LLC.

There was much discussion and concern about conduct reported between Dan Williams and a Woods employee. Emails were presented regarding the conversations as well as statements from others. Many board members had concern over what the truth is in this situation. Altoft stated that the board could hold an inquiry and invite all the parties.

Altoft moved and Nelson seconded to cease talking about the snowplowing incident. Motion carried

Brown stated that April 8, 2016 is departure date for Williams and he will keep all contact with him to a minimum.

7. **NEW BUSINESS**

None.

8. **BOARDMEMBERS COMMENTS.**

Altoft approved and Grimm seconded to approve the 2016 Airport Board meeting to meet the second Wednesday of each month. Calendar will be provided at January 2016 meeting. Motion carried.

9. **AIRPORT MANAGER'S REPORT**

Brown stated he would like board to approve the snow removal agreement with Scenic Expression LLC for \$7500 for the season. Brown will work with City Attorney Dick Wendt on this.

Grimm moved and Altoft seconded to approve the snow removal agreement for 2015-2016 with Scenic Expression LLC. Motion carried.

Brown stated that he would like to review the hangar lease agreements this year and work on adding wording to be sure that aircraft is operational and in current flying conditions or nearly ready for test flight. During the spring when working on budgets the board will also look at hangar rent and if they are in line with other airports.

It was noted that letters will go out with the January airport invoices asking tenants to submit any complaints or concerns with their hangars. Nelson commented that most major improvements were done in 2015 on doors.

Brown stated that he received an email from Jim Bodenner (A-5) to voluntarily break his lease effective 1/1/2016. Brown stated he will let other tenants know of the vacancy in case anyone wants to move to that hangar. Brown also has a list of people looking for hangar space.

Nelson moved and Grimm seconded to allow Jim Bodenner to break his lease with the City of Lowell for hangar A-5 effective 1/1/2016. Motion carried.

Brown also presented information using NCR Silver Fuel Sales as a software program allowing pilots to use a credit card for fuels sales at the airport. After looking at set up cost it was determined that it may cost about \$1000 to set this up. More details will follow.

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

None.

It was moved by Grimm and seconded by Myaard to adjourn at 8:36 p.m.

