



**ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION**

**SEPTEMBER 6, 2016 – 6:30 PM**

**GRAND LEDGE CITY HALL**

**CITY COUNCIL CHAMBERS**

**310 GREENWOOD STREET**

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. COMMISSION MINUTES
  - A. Approval of the regular minutes for May 3, 2016
- IV. PUBLIC COMMENT
- V. STAFF REPORTS
  - A. Financial Report [Informational Item]
  - B. T-Hangar Report [Informational Item]
- VI. OLD BUSINESS
  - A. Airport Layout Plan Update [Informational Item]
  - B. 20:1 Letter - Update [Discussion Item]
- VII. NEW BUSINESS
  - A. MDOT-AERO Airport Capital Improvement Plan [Action Item]
  - B. Fence at Airport [Discussion Item]
- VIII. COMMISSION COMMENTS
- IX. ADJOURNMENT

**ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION**  
**MAY 3, 2016 – 6:30 PM**  
**GRAND LEDGE CITY HALL**  
**CITY COUNCIL CHAMBERS**  
**310 GREENWOOD STREET**

- I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:38 p.m. Those in attendance were Chairman Dave Powers, Helen Hagg, Mark Wilkins, Dan Harris, Todd Cotter, John Rowland, and Peter Manina. Others present Ameer King Assistant City Administrator and Mead & Hunt representative Stephanie Ward. Members absent: Cane Garrison, Ryan Humphrey, Jamie Malecki, Patti Schafer, and the Michigan National Guard Representative.
  - A. **Introduction of Todd Cotter appointed to the Board on April 25, 2016** – Mr. Cotter gave a brief personal history about himself.
- II. **APPROVAL OF AGENDA** – Ms. Hagg made a motion to approve the agenda as presented. Mr. Wilkins supported the motion. Motion carried 7 to 0.
  - A. **COMMISSION MINUTES** – Approval of the regular minutes for March 2, 2016. Mr. Manina requested that the Ms. before his name be changed to Mr. Mr. Manina made a motion to approve the minutes as amended. Ms. Hagg supported the motion. Motion carried 7 to 0.
- III. **PUBLIC COMMENT**
- IV. **STAFF REPORTS**
  - A. **Financial Report** – Mrs. King reviewed the financial report. Ms. Hagg noted that we had saved money on our Consumers Energy bills and suggested that we change the runway lights to pilot operated only for a cost savings measure. Mrs. King will follow up with an electrician on this issue.
  - B. **T-Hangar Report** – Mrs. King reviewed the T-hangar report and indicated she had received 2 calls of interest over the past week.
- V. **OLD BUSINESS**
  - A. **Airport Layout Plan Update** – Ms. Ward indicated that the ALP had been put temporarily on hold while awaiting a plan for removal of the tree obstructions. Mrs. King added that she and Mr. Smith met with MDOT officials to discuss the 20:1 letter the City is in receipt of and what options are available. MDOT officials indicated we will need to complete the ALP project to allow the ACIP be amended for the addition of the tree obstruction and removal project. Ms. Ward continued with the map that shows where the air obstructions are, which may be 1 tree or several clustered together. Mrs. King added that we have been in contact with 2 property owners and will keep everyone apprised of the outcome. Ms. Ward indicated if we are unsuccessful in coming to an agreement with the land owners in removing the trees, we will be forced to follow the very complicated Federal regulations. Another community that Mead & Hunt work for decided to trim the trees to 10 feet below the air space encroachment with Federal funding. Five years later they had to trim the trees again for \$70,000 all of which was their own cost. Ms. King added that we have several large projects to tackle in the next few years with limited funds. The board requested that staff continue to work to see if the tree obstructions can be resolved outside of the Federal restrictions.
  - B. **20:1 Letter** – This item was discussed with the previous item.
- VI. **NEW BUSINESS** –
- VII. **COMMISSION COMMENTS** – Ms. Hagg indicated that the Explorers had their first meeting 2 weeks ago and did not have a great turn out. They will try to get the word out to more people. The group explores all kinds of aviation and work on helping high school students be career ready.

**VIII. ADJOURNMENT** – Mr. Rowland made a motion to adjourn the meeting at 7:35 p.m. Ms. Hagg supported the motion. Motion carried 7 to 0.

Minutes compiled and submitted for approval by Amee King, Assistant City Administrator

Fund 295 AIRPORT FUND

| GL Number   | Description         | Balance            |
|---|---------------------|--------------------|
| *** Assets ***  |                     |                    |
| 295-000.000-001.000                                   | CASH                | 141,308.48         |
| 295-000.000-040.000                                   | ACCOUNTS RECEIVABLE | 11,138.78          |
| <b>Total Assets</b>                                   |                     | <b>152,447.26</b>  |
| *** Liabilities ***                                   |                     |                    |
| 295-000.000-255.001                                   | DEPOSITS PAYABLE    | 4,800.00           |
| <b>Total Liabilities</b>                              |                     | <b>4,800.00</b>    |
| *** Fund Balance ***                                  |                     |                    |
| 295-000.000-390.000                                   | FUND BALANCE        | 161,100.74         |
| <b>Total Fund Balance</b>                             |                     | <b>161,100.74</b>  |
| <b>Beginning Fund Balance - 15-16</b>                 |                     | <b>161,100.74</b>  |
| <b>Net of Revenues VS Expenditures - 15-16</b>        |                     | <b>(13,778.21)</b> |
| <b>*15-16 End FB/16-17 Beg FB</b>                     |                     | <b>147,322.53</b>  |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | <b>324.73</b>      |
| <b>Ending Fund Balance</b>                            |                     | <b>147,647.26</b>  |
| <b>Total Liabilities And Fund Balance</b>             |                     | <b>152,447.26</b>  |

\* Year Not Closed

| GL NUMBER                                 | DESCRIPTION                | 2016-17            |                           | YTD BALANCE<br>08/31/2016<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 08/31/16<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED |
|---|----------------------------|--------------------|---------------------------|--|---|---------------------------------------|----------------|
|   |                            | ORIGINAL<br>BUDGET | 2016-17<br>AMENDED BUDGET |  |   |                                       |                |
| <b>Fund 295 - AIRPORT FUND</b>            |                            |                    |                           |  |   |                                       |                |
| Revenues                                  |                            |                    |                           |  |   |                                       |                |
| Dept 170.270-AIRPORT                      |                            |                    |                           |  |   |                                       |                |
| 295-170.270-628.001                       | INSURANCE DIVIDENDS        | 1,064.00           | 1,064.00                  | 0.00                                       | 0.00  | 1,064.00                              | 0.00           |
| 295-170.270-665.001                       | INTEREST                   | 200.00             | 200.00                    | 169.05                                     | 40.15   | 30.95                                 | 84.53          |
| 295-170.270-667.002                       | AGRICULTURAL RENT          | 7,357.00           | 7,357.00                  | 0.00                                       | 0.00  | 7,357.00                              | 0.00           |
| 295-170.270-667.003                       | NATIONAL GUARD RENT        | 19,000.00          | 19,000.00                 | 4,750.00                                   | 4,750.00                                      | 14,250.00                             | 25.00          |
| 295-170.270-667.007                       | FBO - LEASE                | 1,000.00           | 1,000.00                  | 0.00                                       | 0.00  | 1,000.00                              | 0.00           |
| 295-170.270-667.010                       | HANGAR RENTS               | 36,000.00          | 36,000.00                 | 6,800.00                                   | 3,400.00                                      | 29,200.00                             | 18.89          |
| 295-170.270-667.012                       | HANGAR LAND LEASES         | 2,500.00           | 2,500.00                  | 0.00                                       | 0.00  | 2,500.00                              | 0.00           |
| 295-170.270-699.101                       | TRANSFER FROM GENERAL FUND | 1,450.00           | 1,450.00                  | 0.00                                       | 0.00  | 1,450.00                              | 0.00           |
| <b>Total Dept 170.270-AIRPORT</b>         |                            | <b>68,571.00</b>   | <b>68,571.00</b>          | <b>11,719.05</b>                           | <b>8,190.15</b>                               | <b>56,851.95</b>                      | <b>17.09</b>   |
| <b>TOTAL Revenues</b>                     |                            |                    |                           |  |   |                                       |                |
| <b>Total Dept 170.270-AIRPORT</b>         |                            | <b>68,571.00</b>   | <b>68,571.00</b>          | <b>11,719.05</b>                           | <b>8,190.15</b>                               | <b>56,851.95</b>                      | <b>17.09</b>   |
| Expenditures                              |                            |                    |                           |  |   |                                       |                |
| Dept 170.270-AIRPORT                      |                            |                    |                           |  |   |                                       |                |
| 295-170.270-741.000                       | OPERATING SUPPLIES         | 2,500.00           | 2,500.00                  | 652.47                                     | 27.47   | 1,847.53                              | 26.10          |
| 295-170.270-811.000                       | CONTRACTUAL                | 75,000.00          | 75,000.00                 | 0.00                                       | 0.00  | 75,000.00                             | 0.00           |
| 295-170.270-826.001                       | PROFESSIONAL DEVELOPMENT   | 1,000.00           | 1,000.00                  | 0.00                                       | 0.00  | 1,000.00                              | 0.00           |
| 295-170.270-840.000                       | INSURANCE                  | 8,700.00           | 8,700.00                  | 3,247.37                                   | 0.00  | 5,452.63                              | 37.33          |
| 295-170.270-853.000                       | TELEPHONE/INTERNET         | 1,000.00           | 1,000.00                  | 41.90                                      | 41.90   | 958.10                                | 4.19           |
| 295-170.270-900.000                       | PRINTING/PUBLISHING        | 400.00             | 400.00                    | 0.00                                       | 0.00  | 400.00                                | 0.00           |
| 295-170.270-921.000                       | UTILITIES                  | 5,000.00           | 5,000.00                  | 262.58                                     | 262.58  | 4,737.42                              | 5.25           |
| 295-170.270-931.000                       | BUILDING MAINTENANCE       | 1,500.00           | 1,500.00                  | 0.00                                       | 0.00  | 1,500.00                              | 0.00           |
| 295-170.270-935.000                       | RUNWAY/GROUNDS MAINTENANCE | 40,000.00          | 40,000.00                 | 800.00                                     | 800.00  | 39,200.00                             | 2.00           |
| 295-170.270-940.000                       | EQUIPMENT RENTAL           | 500.00             | 500.00                    | 0.00                                       | 0.00  | 500.00                                | 0.00           |
| 295-170.270-997.101                       | INDIRECT COST CHARGES      | 6,390.00           | 6,390.00                  | 0.00                                       | 6,390.00                                      | 0.00                                  | 100.00         |
| <b>Total Dept 170.270-AIRPORT</b>         |                            | <b>141,990.00</b>  | <b>141,990.00</b>         | <b>11,394.32</b>                           | <b>7,521.95</b>                               | <b>130,595.68</b>                     | <b>8.02</b>    |
| <b>TOTAL Expenditures</b>                 |                            |                    |                           |  |   |                                       |                |
| <b>Total Dept 170.270-AIRPORT</b>         |                            | <b>141,990.00</b>  | <b>141,990.00</b>         | <b>11,394.32</b>                           | <b>7,521.95</b>                               | <b>130,595.68</b>                     | <b>8.02</b>    |
| <b>Fund 295 - AIRPORT FUND:</b>           |                            |                    |                           |  |   |                                       |                |
| <b>TOTAL REVENUES</b>                     |                            | <b>68,571.00</b>   | <b>68,571.00</b>          | <b>11,719.05</b>                           | <b>8,190.15</b>                               | <b>56,851.95</b>                      | <b>17.09</b>   |
| <b>TOTAL EXPENDITURES</b>                 |                            | <b>141,990.00</b>  | <b>141,990.00</b>         | <b>11,394.32</b>                           | <b>7,521.95</b>                               | <b>130,595.68</b>                     | <b>8.02</b>    |
| <b>NET OF REVENUES &amp; EXPENDITURES</b> |                            | <b>(73,419.00)</b> | <b>(73,419.00)</b>        | <b>324.73</b>                              | <b>668.20</b>                                 | <b>(73,743.73)</b>                    | <b>0.44</b>    |

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FROM 295-170.270-741.000 TO 295-170.270-997.101

DB: Grand Ledge

TRANSACTIONS FROM 07/01/2016 TO 08/31/2016

| JE #   | Date       | Description                         | Reference # | OFFSETTING GL       | DEBIT    | CREDIT |
|--|------------|-------------------------------------|-------------|---------------------|----------|--------|
| 295-170.270-741.000 OPERATING SUPPLIES         |            |                                     |             |                     |          |        |
| Journal AP: Journal Entry                      |            |                                     |             |                     |          |        |
| 183875   | 07/26/2016 | IT RIGHT                            | 20148631    | Multiple            | 625.00   |        |
| 184431   | 08/23/2016 | GRAND LEDGE AUTO PARTS INC          | 5692-270985 | 295-000.000-202.000 | 27.47    |        |
| Journal Totals                                 |            |                                     |             |                     | 652.47   | 0.00   |
| Totals for 295-170.270-741.000                 |            |                                     |             |                     | 652.47   | 0.00   |
| Balance 07/01/16:                              |            |                                     |             |                     | 0.00     |        |
| Net Change:                                    |            |                                     |             |                     | 652.47   |        |
| Balance 08/31/16:                              |            |                                     |             |                     | 652.47   |        |
| 295-170.270-840.000 INSURANCE                  |            |                                     |             |                     |          |        |
| Journal AP: Journal Entry                      |            |                                     |             |                     |          |        |
| 183557   | 07/12/2016 | AEROSPACE RISK MGMT GROUP           | L1018672    | 295-000.000-202.000 | 1,937.00 |        |
| Journal Totals                                 |            |                                     |             |                     | 1,937.00 | 0.00   |
| Journal GJ: Journal Entry                      |            |                                     |             |                     |          |        |
| 184033   | 07/31/2016 | MMRMA BIENNIAL PREMIUM PD 7/26 2726 |             | Multiple            | 1,310.37 |        |
| Journal Totals                                 |            |                                     |             |                     | 1,310.37 | 0.00   |
| Totals for 295-170.270-840.000                 |            |                                     |             |                     | 3,247.37 | 0.00   |
| Balance 07/01/16:                              |            |                                     |             |                     | 0.00     |        |
| Net Change:                                    |            |                                     |             |                     | 3,247.37 |        |
| Balance 08/31/16:                              |            |                                     |             |                     | 3,247.37 |        |
| 295-170.270-853.000 TELEPHONE/INTERNET         |            |                                     |             |                     |          |        |
| Journal GJ: Journal Entry                      |            |                                     |             |                     |          |        |
| 183940   | 07/01/2016 | TO REVERSE MANUAL JOURNAL ENTR 2688 |             | Multiple            |          | 41.65  |
| 184008   | 07/31/2016 | FRONTIER PHONE BILL PD IN JULY 2709 |             | Multiple            | 41.65    |        |
| 184609   | 08/31/2016 | FRONTIER PHONE BILL PD IN AUG 2797  |             | Multiple            | 41.90    |        |
| Journal Totals                                 |            |                                     |             |                     | 83.55    | 41.65  |
| Totals for 295-170.270-853.000                 |            |                                     |             |                     | 83.55    | 41.65  |
| Balance 07/01/16:                              |            |                                     |             |                     | 0.00     |        |
| Net Change:                                    |            |                                     |             |                     | 41.90    |        |
| Balance 08/31/16:                              |            |                                     |             |                     | 41.90    |        |
| 295-170.270-921.000 UTILITIES                  |            |                                     |             |                     |          |        |
| Journal GJ: Journal Entry                      |            |                                     |             |                     |          |        |
| 183942   | 07/01/2016 | TO REVERSE MANUAL JOURNAL ENTR 2690 |             | Multiple            |          | 506.37 |
| 184005   | 07/31/2016 | CONSUMERS ENERGY PD IN JULY 20 2706 |             | Multiple            | 254.28   |        |
| 184006   | 07/31/2016 | UTILITY ACCRUALS FOR JUNE PD I 2707 |             | Multiple            | 252.09   |        |
| 184007   | 08/01/2016 | TO REVERSE MANUAL JOURNAL ENTR 2708 |             | Multiple            |          | 252.09 |
| 184608   | 08/31/2016 | CONSUMERS ENERGY PD IN AUG 201 2796 |             | Multiple            | 514.67   |        |
| Journal Totals                                 |            |                                     |             |                     | 1,021.04 | 758.46 |
| Totals for 295-170.270-921.000                 |            |                                     |             |                     | 1,021.04 | 758.46 |
| Balance 07/01/16:                              |            |                                     |             |                     | 0.00     |        |
| Net Change:                                    |            |                                     |             |                     | 262.58   |        |
| Balance 08/31/16:                              |            |                                     |             |                     | 262.58   |        |
| 295-170.270-935.000 RUNWAY/GROUNDS MAINTENANCE |            |                                     |             |                     |          |        |
| Journal AP: Journal Entry                      |            |                                     |             |                     |          |        |
| 184447   | 08/23/2016 | KEITH L LITCHFIELD                  | 1084        | 295-000.000-202.000 | 800.00   |        |
| Journal Totals                                 |            |                                     |             |                     | 800.00   | 0.00   |
| Totals for 295-170.270-935.000                 |            |                                     |             |                     | 800.00   | 0.00   |
| Balance 07/01/16:                              |            |                                     |             |                     | 0.00     |        |
| Net Change:                                    |            |                                     |             |                     | 800.00   |        |
| Balance 08/31/16:                              |            |                                     |             |                     | 800.00   |        |
| 295-170.270-997.101 INDIRECT COST CHARGES      |            |                                     |             |                     |          |        |
| Journal GJ: Journal Entry                      |            |                                     |             |                     |          |        |
| 184336   | 08/19/2016 | INDIRECT COSTS FY17                 | 2771        | Multiple            | 6,390.00 |        |
| Journal Totals                                 |            |                                     |             |                     | 6,390.00 | 0.00   |

09/01/2016 12:05 PM  
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DB: Grand Ledge

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF GRAND LEDGE  
FROM 295-170.270-741.000 TO 295-170.270-997.101  
TRANSACTIONS FROM 07/01/2016 TO 08/31/2016

| JE #                                      | Date | Description       | Reference # | OFFSETTING GL | DEBIT    | CREDIT |
|---|------|-------------------|-------------|---------------|----------|--------|
| 295-170.270-997.101 INDIRECT COST CHARGES |      |                   |             |               |          |        |
| Totals for 295-170.270-997.101            |      |                   |             |               | 6,390.00 | 0.00   |
|   |      | Balance 07/01/16: |             | 0.00          |          |        |
|   |      | Net Change:       |             | 6,390.00      |          |        |
|   |      | Balance 08/31/16: |             | 6,390.00      |          |        |