

ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION**NOVEMBER 1, 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 meeting minutes for September 6, 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]
 - C. Fence at Airport [Discussion Item]
- VII. NEW BUSINESS
 - A. MDOT-AERO Airport Capital Improvement Plan [Discussion Item]
 - B. Schedule of Regular Meetings Calendar Year 2017 [Action Item]
- VIII. COMMISSION COMMENTS
- IX. ADJOURNMENT

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** – The meeting was called to order at 6:30 p.m. Those in attendance were Chairman Dave Powers, Helen Hagg, Mark Wilkins, Dan Harris, Todd Cotter, John Rowland, and Peter Manina. Others present Adam Smith, City Administrator and Ameer King Assistant City Administrator. Members absent: Cana Garrison, Ryan Humphrey, Jamie Malecki, Patti Schafer, and the Michigan National Guard Representative.
- II. APPROVAL OF AGENDA** – Ms. Hagg made a motion to approve the agenda as presented. Mr. Manina supported the motion. Motion carried 6 to 0.
- III. COMMISSION MINUTES** – Approval of the regular minutes for May 3, 2016. Mr. Harris made a motion to approve the minutes as amended. Mr. Manina supported the motion. Motion carried 6 to 0.
- IV. PUBLIC COMMENT** – None
- V. STAFF REPORTS**
- A. Financial Report** – Mr. Smith reviewed the financial report.
- B. T-Hangar Report** – Mrs. King reviewed the T-hangar report. There are currently 4 vacancies.
- VI. OLD BUSINESS**
- A. Airport Layout Plan Update** – Mr. Smith indicated that the ALP has been submitted to MDOT for review. The guard facility, which is no longer in use, was identified for future acquisition of property. We will have Mead & Hunt make a presentation to the board after the MDOT review. Mr. Manina made a motion to approve the Airport Layout Plan submission. Mr. Wilkins supported the motion. Motion carried 6 to 0.
- John Rowland arrived at 6:55 p.m.
- B. 20:1 Letter** – Mr. Smith indicated that we identified the potential 4 properties where there are air obstructions. Three property owners on Baurer Road and one in a farm field off Eaton Hwy. We completed a formal survey of the middle property, the Austin property. We've worked with Mr. Austin, tagged the trees, and received a price from Ayles Tree Service for their removal. The cost to remove the trees and certain stumps with the Austins retaining the hardwood will be \$15,000. Ayles has it on their schedule. We would offer that to the other property owners, if that is not acceptable and they have an offer we would be happy to discuss it. If we are unable to come up with a way to get them removed from the other properties, we will have to go through the Federal process.
- VII. NEW BUSINESS** –
- A. MDOT-AERO Airport Capital Improvement Plan – 2017** – Mr. Smith indicated that we will add the 20-1 compliance component into the 2017 year and the rest will remain the same. Ms. Hagg moved to approve the amended Airport Capital Improvement Plan. Mr. Cotter supported the motion. Motion carried 7 to 0.
- Mr. Cotter suggested we contact our airport inspector to find out when the airport inspection is scheduled to ensure compliance before the scheduled MAP meeting.
- B. Fence at Airport** – Mr. Smith indicated that all of the fence south of the guard parking lot and in front of the hangar building needs to be torn out and disposed of. We can install the new signs along m-100 as we did around the rest of the property. Asking for board input on this. Mr. Harris made a motion to request

staff to solicit bids for the removal of the existing fence and receive at least 3 options for replacing the fence that would help deter trespassing. Motion carried 7 to 0.

VIII. COMMISSION COMMENTS – Ms. Hagg indicated that we are missing 2 cones from the grass runway.

Mr. Powers indicated that he would like to see the fueling system updated to a credit card system.

Mr. Rowland indicated that he would like to have a water line run to the west side of the taxi way.

IX. ADJOURNMENT – Mr. Manina made a motion to adjourn the meeting at 7:35 p.m. Mr. Wilkins supported the motion. Motion carried 7 to 0.

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

DRAFT

Fund 295 AIRPORT FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
295-000.000-001.000	CASH	141,330.52
	Cash	<u>141,330.52</u>
Other Assets		
295-000.000-040.000	ACCOUNTS RECEIVABLE	11,138.78
	Other Assets	<u>11,138.78</u>
	Total Assets	<u>152,469.30</u>
*** Liabilities ***		
Accounts Payable		
	Accounts Payable	<u>0.00</u>
Liabilities-LT (under 1 year)		
295-000.000-255.001	DEPOSITS PAYABLE	4,800.00
	Liabilities-LT (under 1 year)	<u>4,800.00</u>
	Total Liabilities	<u>4,800.00</u>
*** Fund Balance ***		
Unassigned		
295-000.000-390.000	FUND BALANCE	161,100.74
	Unassigned	<u>161,100.74</u>
	Total Fund Balance	<u>161,100.74</u>
	Beginning Fund Balance - 15-16	161,100.74
	Net of Revenues VS Expenditures - 15-16	(13,778.21)
	*15-16 End FB/16-17 Beg FB	147,322.53
	Net of Revenues VS Expenditures - Current Year	346.77
	Ending Fund Balance	147,669.30
	Total Liabilities And Fund Balance	152,469.30

* Year Not Closed

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 295 - AIRPORT FUND							
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	194.80	25.75	5.20	97.40
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	0.00	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	9,866.60	3,066.60	26,133.40	27.41
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
Total Dept 170.270-AIRPORT		68,571.00	68,571.00	14,811.40	3,092.35	53,759.60	21.60
TOTAL Revenues		68,571.00	68,571.00	14,811.40	3,092.35	53,759.60	21.60
Expenditures							
Dept 170.270-AIRPORT							
295-170.270-741.000	OPERATING SUPPLIES	2,500.00	2,500.00	652.47	0.00	1,847.53	26.10
295-170.270-811.000	CONTRACTUAL	75,000.00	75,000.00	512.04	512.04	74,487.96	0.68
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	83.98	42.08	916.02	8.40
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	546.15	283.57	4,453.85	10.92
295-170.270-931.000	BUILDING MAINTENANCE	1,500.00	1,500.00	375.00	375.00	1,125.00	25.00
295-170.270-935.000	RUNWAY/GROUNDS MAINTENANCE	40,000.00	40,000.00	2,657.62	1,857.62	37,342.38	6.64
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	0.00	0.00	100.00
Total Dept 170.270-AIRPORT		141,990.00	141,990.00	14,464.63	3,070.31	127,525.37	10.19
TOTAL Expenditures		141,990.00	141,990.00	14,464.63	3,070.31	127,525.37	10.19
Fund 295 - AIRPORT FUND:							
TOTAL REVENUES		68,571.00	68,571.00	14,811.40	3,092.35	53,759.60	21.60
TOTAL EXPENDITURES		141,990.00	141,990.00	14,464.63	3,070.31	127,525.37	10.19
NET OF REVENUES & EXPENDITURES		(73,419.00)	(73,419.00)	346.77	22.04	(73,765.77)	0.47

User: cgrice

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

DB: Grand Ledge

TRANSACTIONS FROM 09/01/2016 TO ~~10/31/2016~~ 10/27/16

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
295-170.270-741.000 OPERATING SUPPLIES						
Journal AP: Journal Entry						
185315	10/11/2016	ACE HARDWARE	B9473	295-000.000-202.000	1.99	
Journal Totals					1.99	0.00
Totals for 295-170.270-741.000					1.99	0.00
Balance 09/01/16:				652.47		
Net Change:				1.99		
Balance 10/31/16:				654.46		

295-170.270-811.000 CONTRACTUAL						
Journal AP: Journal Entry						
184742	09/13/2016	EAGLE TOWNSHIP	090716	295-000.000-202.000	512.04	
185404	10/11/2016	STATE OF MICHIGAN - MDOT	591-8053140	295-000.000-202.000	50.00	
Journal Totals					562.04	0.00
Totals for 295-170.270-811.000					562.04	0.00
Balance 09/01/16:				0.00		
Net Change:				562.04		
Balance 10/31/16:				562.04		

295-170.270-853.000 TELEPHONE/INTERNET						
Journal GJ: Journal Entry						
185222	09/30/2016	FRONTIER PHONE BILL SEPT 2016	2850	Multiple	42.08	
Journal Totals					42.08	0.00
Totals for 295-170.270-853.000					42.08	0.00
Balance 09/01/16:				41.90		
Net Change:				42.08		
Balance 10/31/16:				83.98		

295-170.270-921.000 UTILITIES						
Journal AP: Journal Entry						
185333	10/11/2016	CITY OF GRAND LEDGE-WATER	091416	295-000.000-202.000	43.73	
Journal Totals					43.73	0.00
Journal GJ: Journal Entry						
185234	09/30/2016	CONSUMERS ENERGY PD SEPT 2016	2851	Multiple	283.57	
Journal Totals					283.57	0.00
Totals for 295-170.270-921.000					327.30	0.00
Balance 09/01/16:				262.58		
Net Change:				327.30		
Balance 10/31/16:				589.88		

295-170.270-931.000 BUILDING MAINTENANCE						
Journal AP: Journal Entry						
185061	09/27/2016	CRAIG ELECTRIC	4772	295-000.000-202.000	375.00	
Journal Totals					375.00	0.00
Totals for 295-170.270-931.000					375.00	0.00
Balance 09/01/16:				0.00		
Net Change:				375.00		
Balance 10/31/16:				375.00		

295-170.270-935.000 RUNWAY/GROUNDS MAINTENANCE						
Journal AP: Journal Entry						
185092	09/27/2016	KEITH L LITCHFIELD	1090	295-000.000-202.000	1,600.00	
185367	10/11/2016	KEITH L LITCHFIELD	1099	295-000.000-202.000	2,750.00	
185403	10/11/2016	STATE OF MICHIGAN	237477	295-000.000-202.000	190.00	
185628	10/25/2016	STATE OF MICHIGAN - MDOT	591-8105170	295-000.000-202.000	103.50	
Journal Totals					4,643.50	0.00
Journal GJ: Journal Entry						
185147	09/28/2016	PUB SVC CHGS AUGUST 2016	2819	Multiple	257.62	
Journal Totals					257.62	0.00

User: cgrice

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

DB: Grand Ledge

TRANSACTIONS FROM 09/01/2016 TO ~~10/31/2016~~ 10/27/16

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
		295-170.270-935.000 RUNWAY/GROUNDS MAINTENANCE				
Totals for 295-170.270-935.000					4,901.12	0.00
		Balance 09/01/16:		800.00		
		Net Change:		4,901.12		
		Balance 10/31/16:		5,701.12		



TO: Abrams Municipal Airport Board of Directors

FROM: Amee King, Assistant City Administrator and Assistant Airport Manager

DATE: October 27, 2016

RE: T-Hangar Update

Below is an up to date listing of our vacancies and if payments are up to date. I recently rented hangar #12 which leaves us 4 vacancies.

Hangar 1	Up to date
Hangar 2	Up to date
Hangar 3	<i>Vacant</i>
Hangar 4	Up to date
Hangar 5	<i>Vacant</i>
Hangar 6	<i>Vacant</i>
Hangar 7	Up to date
Hangar 8	Up to date
Hangar 9	Up to date
Hangar 10	Up to date
Hangar 11	Up to date
Hangar 12	Up to date
Hangar 13	Up to date
Hangar 14	Up to date
Hangar 15	Up to date
Hangar 16	Up to date
Hangar 17	Up to date
Hangar 18	Up to date
Hangar 19	Up to date
Hangar 20 + storage	<i>Vacant</i>
Hangar 21	Up to date



Schedule of Regular Meetings Calendar Year 2017

Abrams Municipal Airport Advisory Commission

First Tuesday at 6:30 p.m., every odd month

Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837

January	3
March	7
May	2
July	4 (City Holiday)
September	5
November	7