



LOWELL AIRPORT BOARD

WEDNESDAY, SEPTEMBER 14, 2016 AT 7:00 P.M.

LOWELL CITY AIRPORT

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF ABSENCE(S)
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. Minutes from August 17, 2016
5. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. AIRPORT MANAGER'S REPORT
 - a. Fall Fly-In September 18, 2016 final prep
 - b. New gas pump
 - c. New credit card system
11. FBO REPORT
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, AUGUST 17, 2016 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

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

Present: Eric Nelson, Paul Nicholls, Jeff Ostrander and Chairman Tom Grimm

Absent: Jeff Altoft, Jim Myaard and David Pasquale

Also Present: Bob Bourgette, Greg VanStrien, Larry Bauer, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

Grimm moved and Nelson seconded to approve the absences of Altoft, Myaard and Pasquale. Motion carried.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Nelson seconded to approve the minutes of July 13, 2016 with correction to add Whitman to also present. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Bourgette state that he and Nelson would like to replace the rollers on the doors in hangar C and it will cost about \$120 each. Board consensus was that it needed to be done.

Ostrander commented that he is very thankful for all the work Eric and Bob do at the airport.

Brown noted that during Love Week there were about 100 people working at the airport over 3 days with 400 hours of labor. It was noted that Ostrander gave rides to several Impact workers over several days.

Bourgette also questioned if anything was happening with the Bonanza that has been left at the airport. Brown stated he will make contact with owners.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Nelson commented that one of the mowers is having problems with blades that won't spin.

10. AIRPORT MANAGER'S REPORT

Brown gave a brief update on the Fly-In September 18. He noted that this year his dad and cousin will be shuttling people back and for to Fallasburg. Rob Lock of Waldo Wrights Flying Service will be giving rides this year. Brown also stated he spoke with Altoft regarding food for Fly-In and they fed just fewer than 300 last year. Backwater will again be supplying equipment and getting supplies needed for pancake breakfast. Volunteers will be needed to help. It was noted that the signs for Fly-In need repainting to freshen them up.

Brown also presented a photo taken at another airport that shows a pavilion structure over the fuel tanks which would be a nice idea here in Lowell. Brown has been checking into an affordable way to have a card reader on the pump. The best solution so far is buying an iPad with a card reader.

Brown also stated that Larry Bauer has been on site doing some annuals.

Brown introduced Dean Olin and Jack Smit who wanted to present their idea to the board regarding improvement of the grass quality that is baled at the airport. Olin baled the grass last year. This season the grass has not grown well. Olin explained the process needed is get rid of the old grass, fertilize, and reseed using a no till drilling process. Beyond that the cutting would be dependent on the soil, rain and how well the grass grows. All of this comes at a significant cost. Olin and Smit stated they are willing to cover this cost if they have some assurance of getting the crop. Olin stated that the best time to seed is August and September.

It was questioned if the runways could also be reseeded at the same time and Olin didn't see why not as long as airport covers cost of seed, fuel and no till equipment. Olin would get a cost to the board to do this.

Nelson moved and Grimm seconded that a 10 year lease be approved with Dean Olin and Jack Smit to burn off grass, fertilize, reseed and bale the airport property. Motion carried.

11. FBO REPORT

None.

Grimm moved and Nelson seconded to adjourn at 8:45 pm. Motion carried.

Respectfully submitted
Lori Gerard
City of Lowell

09/12/2016 02:05 PM
 User: SUE
 DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 08/16/2016 - 09/12/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
08/18/2016	GEN	68252	BROWN, ROGER	REPAIR & MAINTENANCE	930.000	000	1,500.00
08/18/2016	GEN	68282	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	12.68
				REPAIR & MAINTENANCE	930.000	000	38.97
				CHECK GEN 68282 TOTAL			<u>51.65</u>
08/18/2016	GEN	68292	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
09/01/2016	GEN	68305	BROWN, CASEY	OPERATING SUPPLIES	740.000	000	1,250.00
				REPAIR & MAINTENANCE	930.000	000	200.00
				CHECK GEN 68305 TOTAL			<u>1,450.00</u>

Total for fund 581 AIRPORT FUND

3,051.64

**AIRPORT FUND
FINANCIAL STATEMENT
September 12, 2016**

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$7,120.00
INTEREST	
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$40,518.11

EXPENDITURES TO DATE:

OPERATING SUPPLIES	\$1444.10
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	
INSURANCE	\$3,063.00
PUBLIC UTILITIES	\$91.64
REPAIR & MAINTENANCE	\$1,766.41
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$4,464.85
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$2,110.43
**PREPAID EXPENSE FOR INSURANCE.	

TOTAL EXPENSES:	\$12,940.43
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ENDING CASH: September 12, 2016	\$27,577.68
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