



LOWELL AIRPORT BOARD

WEDNESDAY, MARCH 8, 2017 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 February 8, 2017
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. Introduction of new part time mechanic Jeff Bullis
 - b. MDOT update
 - a. Discuss crack and marking measurement
 - b. Get lineal feet of crack and square feet of markings
 - c. Fuel sales update
 - d. Spring prep open discussion
11. FBO REPORT
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, FEBRUARY 8, 2017 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: Jim Myaard, Eric Nelson, Paul Nicholls, Jeff Ostrander (arrived 7:02), David Pasquale, Jeff Altoft and Chairman Tom Grimm

Absent: None

Also Present: Greg VanStrien, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

Altoft moved and Grimm seconded to approve the absence of Jeff Ostrander. 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

Nelson moved and Pasquale seconded to approve the minutes of January 11, 2017 as written. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

Altoft questioned what the cost would be to survey the property. Pasquale stated that Kevin Roosien is familiar with the property and it would not be difficult to get his company to do a simple boundary survey.

8. NEW BUSINESS

Nicholls noted that there was a new Legend Cub at the airport.

9. BOARDMEMBERS COMMENTS.

None.

10. AIRPORT MANAGER'S REPORT

A. Meeting with DPW Director LaBombard –

Brown stated he did a walk thru with Rich LaBombard and Shannon Witherell from the Fire Dept. They were looking for obvious problem issues with regards to safety. They would like to go thru all the hangars and the IEQ building. It was noted that the biggest safety risk is the gasoline storage. Brown noted that we need new exit lights and fire extinguishers.

B. MDOT funding for runway crack repair and painting –

Brown commented that he received a call from MDOT Aero and we qualify for the Tier 2 which is a 50% matching program. Brown stated that Randy from MDOT will be out in the spring to look at our property and will see the numerous improvements that have been done. Ostrander noted that it is worth looking into putting a whole layer on as it is getting rough. Pasquale recommended that Brown do some investigating to see if we could go beyond the crack filling and marking. Brown will check with Neil Barnkard at MDOT on this.

C. Fuel sales –

Brown noted that we are about 8 gallons in our favor for fuel sales.

Pasquale questioned if anything was happening with the FBO. Brown noted that he has called a guy at Riverview who is interested and will come out and take a look at our facility.

11. FBO REPORT

None.

Grimm moved Pasquale seconded to adjourn at 7:30pm. Motion carried.

Respectfully submitted
Lori Gerard

**AIRPORT FUND
FINANCIAL STATEMENT
March 6, 2017**

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$40,062.00
INTEREST	\$20.84
MISC. INCOME	
FUEL SALES	\$776.10
TRANSFER IN FROM GENERAL FUND	
FLY IN	\$1,089.00
TOTAL REVENUES TO DATE:	\$75,562.05
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$10,347.57
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	
INSURANCE	\$3,088.00
PUBLIC UTILITIES	\$2,946.63
REPAIR & MAINTENANCE	\$6,487.37
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$8,061.51
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$2,110.43
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$33,041.51
ENDING CASH: March 6, 2017	\$40,639.53

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 02/07/2017 - 03/03/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
02/16/2017	GEN	69188	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	20.65
02/16/2017	GEN	69205	LAKE EFFECT SNOW REMOVAL	REPAIR & MAINTENANCE	930.000	000	325.00
				REPAIR & MAINTENANCE	930.000	000	325.00
				CHECK GEN 69205 TOTAL			<u>650.00</u>
02/16/2017	GEN	69228	TRACTOR SUPPLY CREDIT PLAN	REPAIR & MAINTENANCE	930.000	000	504.95
02/16/2017	GEN	69229	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
03/03/2017	GEN	69242	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	000	26.61
03/03/2017	GEN	69248	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	229.47
				PUBLIC UTILITIES	920.000	000	78.24
				PUBLIC UTILITIES	920.000	000	22.57
				PUBLIC UTILITIES	920.000	000	215.39
				CHECK GEN 69248 TOTAL			<u>545.67</u>
03/03/2017	GEN	69278	NELSON, ERIC	REPAIR & MAINTENANCE	930.000	000	43.99
Total for fund 581 AIRPORT FUND							1,841.86