



LOWELL AIRPORT BOARD

WEDNESDAY, APRIL 12, 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 March 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. Clean up day discussion
 - a. Agree on date
 - b. Select key items to work on
 - Lights & cones
 - General cleaning
 - Mulch
 - Rain Gutters
 - Etc....
 - Thoughts on food
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, MARCH 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: Eric Nelson, Paul Nicholls, Jeff Ostrander (arrived 7:02), David Pasquale Jim Myaard (arrived 7:21) and Chairman Tom Grimm

Absent: Jeff Altoft

Also Present: Greg VanStrien, Mitch Kahn, Jeff & Laura Bullis, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

Pasquale moved and Nicholls seconded to approve the absence of Altoft, Ostrander and Myaard. Motion carried.

3. APPROVAL OF THE AGENDA

Nelson moved and Grimm 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 February 8, 2017 as written. Motion carried.

5. FINANCIAL REPORTS

Grimm moved and Pasquale 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

None.

9. BOARDMEMBERS COMMENTS.

None.

10. AIRPORT MANAGER'S REPORT

A. Introduction of new part time mechanic Jeff Bullis

Brown introduced Jeff Bullis to the board members. Bullis works as a flooring contractor. He is A&P certified and will be here in Lowell on Saturdays and Mondays by appointment. Bullis noted that his son will be working with him and is ASC certified. Bullis stated he would like to specialize in restoration of airplanes. It was noted that Brown and Bullis will reevaluate the arrangement in 6 months.

B. MDOT update

Discuss crack and marking measurement – Brown spoke with Neil Barnkard at MDOT he gave pointers on measuring, crack sealing, renumbering and remarking runway. Brown state that although a full seal is preferred, that is not an available option with MDOT matching funds. It was stated that a notem would be issued for the day the sealing is completed.

C. Fuel sales

Brown stated that fuel sales are on target gallon for gallon with sales.

D. Spring prep

The airport will be hosting another clean up day on May 6. All pilots and board members are invited to help that day. Some items that need attention are lights (the orange domes have been knocked off some); windsock needs changing, and gutters on terminal building. A covered area for the fuel station also needs to be constructed. Brown also would like to reroute the water line. VanStrien will look into that. Brown stated that Impact church would like to come out again and continue that painting during their Love Week in June. Kahn mentioned that the sign out front by the road could use some lighting.

Grimm moved Myaard seconded to adjourn at 7:55pm. Motion carried.

Respectfully submitted
Lori Gerard

**AIRPORT FUND
FINANCIAL STATEMENT
April 7, 2017**

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$43,747.22
INTEREST	\$20.84
MISC. INCOME	
FUEL SALES	\$1084.04
TRANSFER IN FROM GENERAL FUND	
FLY IN	\$1,089.00
TOTAL REVENUES TO DATE:	\$79,555.21
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$10,347.57
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	\$1,900.00
INSURANCE	\$4,193.23
PUBLIC UTILITIES	\$3,415.41
REPAIR & MAINTENANCE	\$5,058.34
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$8,131.23
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$2,110.43
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$35,156.21
ENDING CASH: April 7, 2017	\$44,399.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
03/16/2017	GEN	69311	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	20.52
03/16/2017	GEN	69342	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	22.66
				REPAIR & MAINTENANCE	930.000	000	148.31
				CHECK GEN 69342 TOTAL			<u>170.97</u>
03/30/2017	GEN	69366	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	236.47
				PUBLIC UTILITIES	920.000	000	149.58
				PUBLIC UTILITIES	920.000	000	22.57
				PUBLIC UTILITIES	920.000	000	39.64
				CHECK GEN 69366 TOTAL			<u>448.26</u>
03/30/2017	GEN	69378	LAKE EFFECT SNOW REMOVAL	REPAIR & MAINTENANCE	930.000	000	300.00
03/30/2017	GEN	69396	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
Total for fund 581 AIRPORT FUND							989.74