



## **LOWELL AIRPORT BOARD**

Wednesday, July 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 June 14, 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. Fly-In date is September 17, 2017
  - b. Fuel tank cover update
  - c. Love week follow up
  - d. Fuel filter improvement
  - e. Asphalt quote update
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, JUNE 14, 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: Jeff Altoft, Jim Myaard, Paul Nicholls, David Pasquale and Chairman Tom Grimm

Absent: Eric Nelson and Jeff Ostrander

Also Present: Bob Bourgette, Greg VanStrien, Greg Forbes, Bruce Whitman, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

Grimm moved and Altoft seconded to approve the absence Nelson and Ostrander. Motion carried.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Pasquale moved and Myaard seconded to approve the minutes of May 10, 2017 as corrected. 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

VanStrien noted that he saw on AirNav that the information for the airport is out of date as it shows Jim Sowle as manager. It also states that the surfaces are in poor condition.

Brown stated that MDOT will need to do inspections and he will reach to them again.

Bourgette commented that the downspouts are finished on the terminal building. They have also shimmed Randy's door track for a 100% improvement. Bourgette also stated he gave a tour to some kids who were attending a science camp.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Grimm praised Brown for the awesome interview in Ledger.

10. AIRPORT MANAGER'S REPORT

- a. Brown stated he had been communicating with Neal Barnkard at MDOT regarding the crack sealing and just found out Lowell didn't make this budget. He will make sure they know we want to be on for next year.
- b. Brown commented that Love Week will be happening June 26 – 30. The volunteer's ideas were to continue painting the C Hangar blue, do general cleaning and touch up the compass rose. There was discussion as to whether we wanted them painting another hangar or if a professional painter would be better. Myaard questioned if the potential outweighed the negatives? General consensus was to let the Impact volunteers paint.
- c. Brown stated that he would like to schedule a date to build the fuel tank covering. He thought it could be completed in a couple of days. No date was set.
- d. The discussion of a Burger/Hot Dog night at the airport was discussed. Whitman suggested mid-August as the Fly-In will be mid-September. More details will follow.
- e. Brown stated that Jeff Bullis lives 50 miles away and will do work as a mobile mechanic when scheduled.
- f. Brown stated he had a meeting last Friday with City Attorney Dick Wendt and City Manager Mike Burns regarding the Bonanza.

Pasquale moved to adjourn at 7:37pm. Motion carried.

Respectfully submitted  
Lori Gerard

**AIRPORT FUND  
FINANCIAL STATEMENT  
July 12, 2017  
as of June 30, 2017**

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$50,448.00
INTEREST	\$20.84
MISC. INCOME	
FUEL SALES	\$2,659.38
TRANSFER IN FROM GENERAL FUND	
FLY IN	\$1,144.22
<b>TOTAL REVENUES TO DATE:</b>	<b>\$87,886.55</b>
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$14,090.06
PROFESSIONAL SERVICES/AUDIT FEES	55.50
CONTRACTUAL	\$1,900.00
INSURANCE	\$4,193.23
PUBLIC UTILITIES	\$4,220.55
REPAIR & MAINTENANCE	\$6,751.85
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$8,338.54
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$2,110.43
**PREPAID EXPENSE FOR INSURANCE.	
<b>TOTAL EXPENSES:</b>	<b>\$41,660.16</b>
 ENDING CASH: June 30, 2017	 \$46,226.39

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 06/14/2017 - 07/10/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
06/29/2017	GEN	69766	ARROW ENERGY, INC.	GAS SALES	607.002	000	3,423.24
06/29/2017	GEN	69773	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.70
				PUBLIC UTILITIES	920.000	000	43.13
				PUBLIC UTILITIES	920.000	000	20.25
				PUBLIC UTILITIES	920.000	000	134.34
				CHECK GEN 69773 TOTAL			<u>220.42</u>
06/29/2017	GEN	69797	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	40.22
06/29/2017	GEN	69815	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
Total for fund 581 AIRPORT FUND							3,733.87