



LOWELL AIRPORT BOARD

Wednesday, August 9, 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 July 12, 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 planning
 - Head Count
 - Advertising (Flyer, Ledger, Email groups)
 - Food planning
 - Tables & chairs
 - Volunteer count
 - b. Fuel area roof
 - Planning material delivery week of 8/21/2017
 - Coordinate a work day
 - c. Fuel sales update
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, JULY 12, 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, Eric Nelson, Paul Nicholls, Jeff Ostrander, David Pasquale and
Chairman Tom Grimm

Absent: Jim Myaard

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

2. APPROVAL OF ABSENCES

Grimm moved and Pasquale seconded to approve the absence of Myaard . 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

Nelson moved and Pasquale seconded to approve the minutes of June 14, 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

Sowle stated he as some stuff in his hangar to sell if anyone is interested to let him know.

7. OLD BUSINESS

None.

8. NEW BUSINESS

Ostrander commented that he has seen a fair amount of goo in the gas and it is reddish in color. Brown stated that he pumped out a mason jar full and it appeared ok. It was noted others had some issues also.

9. BOARDMEMBERS COMMENTS.

Ostrander stated he wrapped up his primary instruction and still has tail-wheel and aerobatic to go. He commented that he still has a bonanza in Greenville.

10. AIRPORT MANAGER'S REPORT

- a. Fly-In date is September 17, 2017 – Brown stated that he will post Fly-In on Social Flight and the MDOT websites. He is hoping to get L-Birds to attend.
- b. Fuel tank cover update - Brown commented that he has measured and will get materials ordered to build the covering. This will add a nice look to the fuel area. He also noted that he has a Phillips 66 sign to hang up.
- c. Love week follow up – Brown thanked Nelson for helping out during Love week. The board really appreciated Impact Church for all they did.
- d. Fuel filter improvement – Brown stated he is working with Sparling from the east side of the state as they offer a much larger fuel filter. Cost for a filter system will be about \$600 plus re-plumbing cost. This will include a filter housing and end of hose filter nozzle. Bourgette questioned the microns and Brown noted they were .5 per specs.

Grimm moved and Nicholls seconded to approve the purchase of a filtration system for the AV Gas pump. Motion carried.

- e. Asphalt quote update- Brown mentioned that he has contacted four different companies for quotes on asphalt. He will be meeting them in the next two weeks to look at cost and recommendations from each.

Grimm moved and Pasquale seconded to adjourn at 7:36pm. Motion carried.

Respectfully submitted
Lori Gerard

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

BEGINNING CASH 07/01/2017	\$47,654.39
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$2,550.00
MISC. INCOME	
FUEL SALES	\$2,562.56
TRANSFER IN FROM GENERAL FUND	
FLY IN	
TOTAL REVENUES TO DATE:	\$52,766.95
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$27.00
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	\$3,063.00
INSURANCE	
PUBLIC UTILITIES	\$175.04
REPAIR & MAINTENANCE	
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$4,578.83
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$795.27
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$8,639.14
ENDING CASH: August 7, 2017	\$44,127.81

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 07/11/2017 - 08/07/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
07/13/2017	GEN	69832	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	000	593.66
07/13/2017	GEN	69834	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	000	27.00
07/13/2017	GEN	69836	BROWN, CASEY	REPAIR & MAINTENANCE	930.000	000	58.62
07/13/2017	GEN	69839	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.45
07/13/2017	GEN	69854	MEADOWBROOK INC.	PREPAID EXPENSES	123.000	000	3,063.00
07/13/2017	GEN	69857	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	42.56
07/13/2017	GEN	69873	TRACTOR SUPPLY	OPERATING SUPPLIES	740.000	000	6.98
07/13/2017	GEN	69875	VISA	OPERATING SUPPLIES	740.000	000	72.00
07/20/2017	GEN	69908	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
08/03/2017	GEN	69926	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.57
				PUBLIC UTILITIES	920.000	000	33.00
				PUBLIC UTILITIES	920.000	000	100.57
				PUBLIC UTILITIES	920.000	000	18.90
				CHECK GEN 69926 TOTAL			175.04
08/03/2017	GEN	69989	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	000	4,487.87
Total for fund 581 AIRPORT FUND							8,598.17