



## **LOWELL AIRPORT BOARD**

WEDNESDAY, SEPTEMBER 9, 2015 AT 7:00 P.M.

LOWELL CITY AIRPORT

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. Minutes from August 12, 2015
4. FINANCIAL REPORT(S)
  - a. Financial Statement
  - b. Check Disbursement
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
8. BOARDMEMBERS COMMENTS
9. AIRPORT MANAGER'S REPORT
  - a. Fly-In
10. FBO REPORT – WILLIAMS AIR POWER
11. ADJOURNMENT

**MINUTES OF THE LOWELL AIRPORT BOARD**  
**WEDNESDAY, AUGUST 12, 2015 AT 7:00 PM**

1. **CALL TO ORDER; ROLL CALL**

The meeting was called to order at 7:02 p.m. by Chairman Grimm and the roll was called by Lori Gerard

Present: Jeff Altoft, Jim Myaard, Eric Nelson, Paul Nicholls, David Pasquale, Jeff Ostrander and Chairman Tom Grimm

Absent: None

Also Present: Dan Williams, Greg Forbes, Airport Manager Casey Brown, City Manager Mark Howe and Lori Gerard

2. **APPROVAL OF THE AGENDA**

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

3. **APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

Nelson moved and Pasquale seconded to approve the minutes of the July 8, 2015 as presented. Motion carried.

4. **FINANCIAL REPORTS**

Grimm moved and Nelson seconded to accept the Financial Reports with correction to remove the wording Property Taxes Vergennes Twp. to the Misc. Expense line. Motion carried.

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

None.

6. **OLD BUSINESS**

None.

7. **NEW BUSINESS**

City Manager Mark Howe commented that he has conversations with Jim Sowle, Williams and Brown and other board members about the issues discussed at the last meeting. He noted that there are great

things going on at the airport and believes keeping the open conversations going will be the pathway for success for the airport.

8. **BOARDMEMBERS COMMENTS.**

Nelson commented that it appears that people are two-tracking on the property. Brown noted that he spoke with some kids who were in a golf cart on the property.

9. **AIRPORT MANAGER'S REPORT**

a. **Fly-In**

Brown reminded all that the Fly-In will be held Sunday September 20 from 8 to noon. This will be a pancake breakfast and has been advertised on Social Flight and MDOT. A flyer for advertising would also be done.

b. **Volunteers**

Brown is hopeful that one of the buildings would be cleaned and used for seating during the breakfast. Bruce Whitman will be contacted about parking planes. An email will be sent to the pilots for help also.

c. **Tables /chairs**

Brown will check with the VFW and Lowell Schools about using chairs and tables.

d. **Food**

Forbes noted that in Greenville the local Lions Club aided in parking and serving for their event. Altoft can also help with the food.

Brown noted that the hay was being cut as of today.

10. **FBO REPORT – WILLIAMS AIR POWER**

Williams stated he has some upcoming trips to Wyoming and Florida. He has also been working on a plane that is going to Paraguay and holds 100 gallons of gas.

It was moved by Grimm to adjourn at 7:31 p.m.

**AIRPORT FUND  
FINANCIAL STATEMENT  
September 4, 2015**

BEGINNING CASH 7/1/15	\$25,707.04
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$5,210.00
HANGAR STORAGE FEES	
INTEREST	
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
<b>TOTAL REVENUES TO DATE:</b>	<b>\$30,917.00</b>
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$449.00
PROFESSIONAL SERVICES/AUDIT FEES	
INSURANCE	\$3,912.00
PUBLIC UTILITIES	\$137.12
REPAIR & MAINTENANCE	\$257.50
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP	\$4,521.81
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$21.55
**PREPAID EXPENSE FOR INSURANCE.	
 TOTAL EXPENSES:	 \$9,298.98
  ENDING CASH: September 4, 2015	  \$21,618.06

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 08/11/2015 - 09/04/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
08/12/2015	GEN	66585	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.78
08/24/2015	GEN	66637	BROWN, CASEY	OPERATING SUPPLIES	740.000	000	135.02
08/24/2015	GEN	66642	ERIC NELSON	OPERATING SUPPLIES	740.000	000	66.72
08/24/2015	GEN	66665	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
09/03/2015	GEN	66684	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	22.61
				PUBLIC UTILITIES	920.000	000	37.38
				CHECK GEN 66684 TOTAL			<u>59.99</u>
09/03/2015	GEN	66724	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	000	4,421.83
Total for fund 581 AIRPORT FUND							4,755.33