



LOWELL AIRPORT BOARD

MONDAY, JUNE 13, 2016 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 May 11, 2016
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
10. FBO REPORT
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, MAY 11, 2016 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, Eric Nelson, Paul Nicholls, David Pasquale and Jeff Ostrander and Chairman Tom Grimm

Absent: FBO Larry Bauer

Also Present: Bob Bourgette, Greg VanStrien, Jim Sowle, Greg Forbes, Bruce Whitman 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

Nicholls moved and Altoft seconded to approve the minutes of April 13, 2016 with corrections. Motion carried.

4. FINANCIAL REPORTS

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

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Forbes asked about the Airport Master Plan. It was noted that the plan was written in 1993. He noted this helps the board to move forward and prioritize what needs to be done. Whiteman commented that the plan should be general somewhat to allow for making changes and taking advantage of opportunities.

Whitman also appreciated how the airport currently looks. Nelson thanked Paul and his wife for all of the painting inside the building.

Sowle stated that when he came around the fence the place looked marvelous with such an improvement to the bone yard.

6. OLD BUSINESS

None.

7. NEW BUSINESS

None.

8. BOARDMEMBERS COMMENTS.

Myaard commented that he thinks we should put the strategic plan on a white board so that they are always in front of us. It was noted that we will add the Capital Improvement Plan to the June meeting agenda.

9. AIRPORT MANAGER'S REPORT

Brown thanked all who were able to make it out for the workday on April 23. Brown stated that Bourgette and Nicholls spent time rolling the airport when he aerated.

Forbes asked Sowle if it was ok to remove the fence that is in disrepair. Sowle agreed.

Bourgette stated that the outside of the terminal building needs painting. Brown commented that there are a lot of improvements that still need to be done. Paved runways are at the top of the list. More hangars are also a need at the airport as there is now a waiting list.

Bourgette question if we are still thinking of installing a VASI. Brown noted that he is not against the idea. He stated that we can forgo a survey and it can be listed as unapproved by MDOT. Cost for tri-color VASI is about \$3500 with electrical cost it would be about \$5500. Ostrander questioned if we should survey tenants first to see if this is beneficial. Brown would email a survey.

Brown stated he talked with Bob Nielsen of Prien & Newhoff and he stated that MDOT is starting to release money again. Brown would like to invite MDOT out to show improvements that have been made and get a feel if they are willing to assist us with General Utility Status. It was noted that one of the biggest hurdles is the trees to the east.

10. FBO REPORT

None.

It was moved by Grimm and seconded by Myaard to adjourn at 8:52 p.m.

**AIRPORT FUND
FINANCIAL STATEMENT
June 10, 2016**

BEGINNING CASH 7/1/15	\$25,707.04
TIE DOWN FEE	\$216.00
HANGAR RENT AND DEPOSITS RECEIVED	\$45,752.00
INTEREST	\$10.87
MISC. INCOME	\$622.00 (fly in)
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
TOTAL REVENUES TO DATE:	\$72,307.91

EXPENDITURES TO DATE:

OPERATING SUPPLIES	\$1,755.71
PROFESSIONAL SERVICES/AUDIT FEES	\$8,351.18
CONTRACTUAL	\$7,500.00
INSURANCE	\$3,912.00
PUBLIC UTILITIES	\$901.64
REPAIR & MAINTENANCE	\$2014.45
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$7,588.36
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	\$5,150.00*
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$21.55
**PREPAID EXPENSE FOR INSURANCE.	

TOTAL EXPENSES:	\$37,194.89
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ENDING CASH: June 10, 2016	\$35,113.02
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*Lawn mowers

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 05/06/2016 - 06/10/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
05/13/2016	GEN	67804	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	000	916.37
05/13/2016	GEN	67805	BROWN, CASEY	REPAIR & MAINTENANCE	930.000	000	84.88
05/13/2016	GEN	67818	GRIMM, TOM	OPERATING SUPPLIES	740.000	000	18.01
05/13/2016	GEN	67830	NELSON, ERIC	REPAIR & MAINTENANCE	930.000	000	89.67
05/13/2016	GEN	67836	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	25.49
05/13/2016	GEN	67840	TERRA VERDE LANDSCAPING LLC	REPAIR & MAINTENANCE	930.000	000	36.80
05/19/2016	GEN	67858	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
06/02/2016	GEN	67901	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	26.54
				PUBLIC UTILITIES	920.000	000	22.59
				PUBLIC UTILITIES	920.000	000	31.06
				CHECK GEN 67901 TOTAL			<u>80.19</u>

Total for fund 581 AIRPORT FUND

1,301.40