



## LOWELL AIRPORT BOARD

WEDNESDAY, OCTOBER 12, 2016 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 September 14, 2016
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. Gas pump update
  - b. Post Fly-In discussion
  - c. IEQ
  - d. Building 3 internal remodel
  - e. Lease review
11. FBO REPORT
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, SEPTEMBER 14, 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: Eric Nelson, Paul Nicholls, Jim Myaard, David Pasquale, Jeff Ostrander and  
Chairman Tom Grimm

Absent: Jeff Altoft

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

2. APPROVAL OF ABSENCES

Grimm moved and Myaard seconded to approve the absences of Altoft. Motion carried.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Myaard seconded to approve the minutes of August 17, 2016 as written.  
Motion carried.

5. FINANCIAL REPORTS

Nelson moved and Pasquale seconded to approve the financial reports. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Nicholls commented that trees are being cut under power lines on the east side of property.

10. AIRPORT MANAGER'S REPORT

- A. Fall Fly-In on September 18 – Brown noted that the tables & chair are here, freezer was dropped off and he has a good list of volunteers to help. Food is being planned for 400. Last year there were 49 planes that flew in. Some cleaning and set up will be done Saturday afternoon.
- B. New gas pump – Brown stated that new pump arrived today. The plan is to plumb the 2 current tanks into the new pump. Credit card reader will be mounted on the wall in the terminal building. There will be an option to have a receipt emailed as no printer will be available. Brown hopes to have some oil for sale in the near future also. A pavilion type covering will hopefully be built over pump in the spring.
- C. Brown stated that he has spoken with the owner of the Bonanza and he does not want to move the airplane. It will need to be moved during the Fly-In. It was mentioned that someone is interest in purchasing the plane as a child's playhouse. Bonanza is not air worthy as it has no panel or gauges.
- D. Brown commented that the language in the leases going out for 2017 needs to be looked at in regards to flyable planes. All aircraft in hangar should have current annuals.

11. FBO REPORT

None.

Pasquale moved and Myaard seconded to adjourn at 7:39 pm. Motion carried.

Respectfully submitted  
Lori Gerard  
City of Lowell

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$8,840.00
INTEREST	
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
<b>TOTAL REVENUES TO DATE:</b>	\$42,238.11
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$2,990.25
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	
INSURANCE	\$3,088.00
PUBLIC UTILITIES	\$410.29
REPAIR & MAINTENANCE	\$2,412.93
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$4,539.84
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$2,110.43
**PREPAID EXPENSE FOR INSURANCE.	
<b>TOTAL EXPENSES:</b>	\$15,551.74
 ENDING CASH: October 7, 2016	 \$26,686.37

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
09/13/2016	GEN	68332	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	000	41.45
09/13/2016	GEN	68341	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	40.86
				PUBLIC UTILITIES	920.000	000	22.43
				PUBLIC UTILITIES	920.000	000	13.33
				PUBLIC UTILITIES	920.000	000	20.11
				PUBLIC UTILITIES	920.000	000	13.93
				CHECK GEN 68341 TOTAL FOR FUND 581:			110.66
09/13/2016	GEN	68384	SHOWBOAT AUTOMOTIVE SUPPLY	REPAIR & MAINTENANCE	930.000	000	14.18
09/13/2016	GEN	68394	TRACTOR SUPPLY CREDIT PLAN	REPAIR & MAINTENANCE	930.000	000	590.89
09/21/2016	GEN	68412	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	37.71
09/28/2016	GEN	68423	BROWN, CASEY	OPERATING SUPPLIES	740.000	000	317.99
09/28/2016	GEN	68425	CITY OF LOWELL	INSURANCE	910.000	000	25.00
09/28/2016	GEN	68458	STATE OF MICHIGAN	MISCELLANEOUS EXPENSE	955.000	000	25.00
09/28/2016	GEN	68461	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
10/06/2016	GEN	68469	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	23.02
				PUBLIC UTILITIES	920.000	000	42.05
				PUBLIC UTILITIES	920.000	000	13.44
				PUBLIC UTILITIES	920.000	000	129.48
				CHECK GEN 68469 TOTAL FOR FUND 581:			207.99
10/06/2016	GEN	68495	VISA	OPERATING SUPPLIES	740.000	000	1,190.45
				Total for fund 581 AIRPORT FUND			2,611.31