



## **LOWELL AIRPORT BOARD**

Wednesday, October 11, 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 September 13, 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 follow up
  - b. Update on MDOT inspection
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, SEPTEMBER 13, 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: Jim Myaard, Paul Nicholls, Jeff Ostrander, David Pasquale and Chairman Tom Grimm

Absent: Eric Nelson Jeff Altoft

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

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

Pasquale moved and Myaard 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 9, 2017 with corrections. 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

Kahn commented that his door needed some repairs as the board and gasket is missing. Bourgette will look into this. Kahn stated he deeply appreciates how good the airport looks, lawn is mowed and the compass rose looks pretty. Sowle also commented that the runways look great and appreciated whoever chopped the weeds in front of his place.

Brown noted that Jack is planning to replant and plow as the grass didn't take well this spring. He stated that one of the neighboring homes was having issues with the tumbleweeds blowing into their yard and pool.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Ostrander question if Wings of Mercy could set up a vendor table at the Fly-In. The board did not have any problem with that.

10. AIRPORT MANAGER'S REPORT

- a. Roof update – Brown thanked all the volunteers that helped with this project. He noted that it is 90% completed. Items still needed were ridge cap, trim, light and siding on ends to finish up.
- b. Fly In discussion – Fly-In will be this coming Sunday from 8:00 to 12:00. Set up will begin at noon on Saturday with mowing, cleaning and setting up tables and chairs. Portable restrooms will be here on Friday. Food is being planned for 350 meals. Volunteers should arrive at 6:30 Sunday morning.

Brown stated that there is some crack sealing that need to be done. The estimate from Stormzand Asphalt is \$3000 for 5000 feet. The quote for the full sealant is \$13,000 for the runway. Brown hopes to pursue this next year but just fill cracks at this time.

Pasquale moved and Nicholls seconded to approve the crack sealing for \$3000. Motion carried.

Whitman question if there is any potential for an FBO here. Brown stated that Bullis is still working here when called.

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

Respectfully submitted  
Lori Gerard

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 09/08/2017 - 10/06/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
09/14/2017	GEN	70109	ARROW ENERGY, INC.	OPERATING SUPPLIES	740.000	000	4,494.81
09/14/2017	GEN	70113	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	000	168.75
09/14/2017	GEN	70115	BROWN, CASEY	REPAIR & MAINTENANCE	930.000	000	512.34
09/14/2017	GEN	70117	CITY OF LOWELL	MISCELLANEOUS EXPENSE	955.000	000	25.00
09/14/2017	GEN	70119	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.25
09/14/2017	GEN	70121	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	801.000	000	795.50
09/14/2017	GEN	70154	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	200.79
				REPAIR & MAINTENANCE	930.000	000	148.57
				REPAIR & MAINTENANCE	930.000	000	470.32
				CHECK GEN 70154 TOTAL			<u>819.68</u>
09/28/2017	GEN	70181	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	125.98
				PUBLIC UTILITIES	920.000	000	19.79
				PUBLIC UTILITIES	920.000	000	43.05
				PUBLIC UTILITIES	920.000	000	23.42
				CHECK GEN 70181 TOTAL			<u>212.24</u>
09/28/2017	GEN	70227	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
				Total for fund 581 AIRPORT FUND			7,099.56

**AIRPORT FUND  
FINANCIAL STATEMENT  
October 8, 2017**

BEGINNING CASH JULY 1, 2017	\$47,461.00
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$7,990.00
MISC. INCOME	
FUEL SALES	\$4,043.10
TRANSFER IN FROM GENERAL FUND FLY IN	
<b>TOTAL REVENUES TO DATE:</b>	<b>\$59,494.10</b>
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$4,856.97
PROFESSIONAL SERVICES/AUDIT FEES	795.50
CONTRACTUAL INSURANCE	\$3,063.00
PUBLIC UTILITIES	\$615.02
REPAIR & MAINTENANCE	\$1,500.77
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$5,838.58
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$795.27
**PREPAID EXPENSE FOR INSURANCE.	
<b>TOTAL EXPENSES:</b>	<b>\$9,230.78</b>
 <b>ENDING CASH: October 8, 2017</b>	 <b>\$42,028.99</b>