



LOWELL AIRPORT BOARD

Wednesday, September 13, 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 August 9, 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. Roof update
 - b. Fly-In discussion
 1. Step through small prep list
 2. Get tables and chairs after board meeting – need volunteers
 3. Cleaning and set up on Saturday 9-16 at noon
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, AUGUST 9, 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 (arrived 7:10), Paul Nicholls, Jeff Ostrander, David Pasquale and Chairman Tom Grimm

Absent: Jim Myaard, Eric Nelson

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

2. APPROVAL OF ABSENCES

Grimm moved and Nicholls seconded to approve the absence of Myaard, Altoft and Nelson. Motion carried.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Pasquale moved and Grimm seconded to approve the minutes of July 12, 2017 with corrections. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Whitman questioned if there has been any problems with the gas. Brown stated that they would check that when the meeting ended.

7. OLD BUSINESS

None.

8. NEW BUSINESS

Ostrander commented that he gave some airplane rides for some of the Impact Church kids. He noted that Nelson helped and spent about 4-5 hours here helping out.

9. BOARDMEMBERS COMMENTS.

None.

10. AIRPORT MANAGER'S REPORT

- a. Fly-In date is September 17, 2017 – Brown stated that he has posted on MDOT, Social Flight, The Ledger, and with Susie's group. Brown will also produce a flyer to be handed out. It was noted that we had somewhere in the mid 200's last year for Fly-In. Altoft will take care of purchasing the food and condiments. Brown stated he will coordinate table and chairs. Forbes stated that that a notem should be posted. Brown also stated that the airport will rent 2 portable restrooms from Fuller. Last thing needed is volunteers.
- b. Fuel tank cover update - Brown commented that Self-Serve Lumber will deliver materials on August 21. Bourgette stated he will do some prep work for project. Brown will set post.
- c. Fuel sales – Brown stated that sales are still on track. He noted that his father had made an error with a recent fuel purchase by over \$1000. Brown will correct this issue with ShopKeep our fuel purchase system.

Pasquale moved and Altoft seconded to adjourn at 7:24pm. Motion carried.

Respectfully submitted
Lori Gerard

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

BEGINNING CASH JULY 1, 2017	\$47,461.00
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$2,720.00
MISC. INCOME	
FUEL SALES	\$2,562.56
TRANSFER IN FROM GENERAL FUND	
FLY IN	
TOTAL REVENUES TO DATE:	\$55,743.56
EXPENDITURES TO DATE:	
OPERATING SUPPLIES	\$362.16
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	
INSURANCE	\$3,063.00
PUBLIC UTILITIES	\$381.53
REPAIR & MAINTENANCE	
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$4,628.82
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$795.27
**PREPAID EXPENSE FOR INSURANCE.	
TOTAL EXPENSES:	\$9,230.78
ENDING CASH: September 8, 2017	\$46,512.78

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

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
08/15/2017	GEN	70007	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	21.32
08/15/2017	GEN	70036	TRACTOR SUPPLY CREDIT PLAN	OPERATING SUPPLIES	740.000	000	138.95
08/15/2017	GEN	70039	VISA	OPERATING SUPPLIES	740.000	000	79.45
08/31/2017	GEN	70063	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	23.45
				PUBLIC UTILITIES	920.000	000	45.83
				PUBLIC UTILITIES	920.000	000	19.68
				PUBLIC UTILITIES	920.000	000	96.21
				CHECK GEN 70063 TOTAL FOR FUND 581:			185.17
08/31/2017	GEN	70086	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	116.76
08/31/2017	GEN	70101	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
				Total for fund 581 AIRPORT FUND			591.64