

NOROWAL – 9-28-16 – 6:45pm

Minutes have been approved as submitted

Manager Report –

TD - \$281,098.23

GF Nat - \$7,538.98

Gas tanks under 2300 gallons

ACTION – (John) QuickBooks – Create a separate account for parking and quick launch on the profit and loss report, going forward

No correspondence

Old Business - active

Fuel tank update – tanks will be delivered the week of October 28th. NEPT will be working on tank removal prior to installation

Mold Assessment – a Mold assessment report was submitted. Live spores were found in roof sheathing. The mold found is not a deadly mold; it is on one that triggers asthma in those that have an existing condition

ACTION (John) – is to produce a proposal for the office renovations and building behind gas pump

John recommend to the board that the launch fees increase for a triple axel trailer to \$16 for launching. A 2 axel trailer is \$11 and 3 axel trailer is \$11. Hal made a motion to approve John's recommendation to change the launch fee to \$16 for a triple axel trailer. Scott, 2nd. All in favor.

John is looking for an ATM machine – **ACTION** (John) – to investigate ATM product information by the next meeting.

Hal moved to hire Joan Baldwin to create an office procedures handbook for the computer and office procedures. The board (Hal & Scott) to come up with a list of duties to be listed in the handbook: cash in, cash out, funds, updating systems regarding money, etc. Scott, 2nd. All in favor.

Adjourn 8:00pm