



## **LOWELL AIRPORT BOARD**

Wednesday October 10, 2018 AT 7:00 P.M.

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 12, 2018
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. ALEX TAYLOR (WINDCRAFT AVIATION) UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. Fly in retrospective
  - b. 2018-2019 snow removal
  - c. IEQ to Windcraft transition
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, SEPTEMBER 12, 2018 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:00 p.m. by Tom Grimm. Lori Gerard called roll.

Present: Jeff Altoft, Tom Grimm, Eric Nelson, Paul Nicholls, Jeff Ostrander, David Pasquale and Lori Gerard

Absent: Jim Myaard

Also Present: Bruce Whitman, Bob Bourgette and Casey Brown

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Nicholls seconded to approve the minutes of August 8, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Bourgette commented that he has the light for the tetrahedron. Whitman stated he need rollers on bottom of his door.

Bourgette stated he has spoken with the people who have the Ultra Lites about not loitering on the airport runways. Brown noted he has also had this conversation but will speak with them again.

7. OLD BUSINESS

No comments.

8. NEW BUSINESS

No comments.

9. BOARDMEMBERS COMMENTS.

No comments.

10. ALEX TAYLOR UPDATE

It was noted that Taylor had a concussion from playing soccer and would not be attending tonight's meeting.

11. AIRPORT MANAGER'S REPORT

a. 2018 Fly-In - Brown stated that the Fly-In would be this coming Saturday September 15. Bourgette will get the mowing completed. Friday will involve general cleaning and setting up cones for parking. Saturday prepping will begin at 5:00 am and volunteers should come before 8:00 am. Brown stated that tables, chairs and griddle will be gathered tonight after the meeting. Ostrander noted that the farmer is also getting ready to bale the property before Saturday.

b. Midwest Air – Brown stated that Mark and Walt are done at the airport as they could not get enough business. They are currently behind in rent but will work something out.

Brown noted that IEQ is moving and he is working with Taylor to get a lease written for October.

c. Grant Writing – Brown commented that he is working on the FFA grant with the City Manager and DPW Director. He will ask for \$300,000 to redo the hard surface runway. Brown noted that we fit all the criteria of Municipal Airports and the application needs to be submitted by the end of the month.

Grimm moved and Altoft seconded to adjourn at 7:32 pm. Motion carried.

Respectfully submitted  
Lori Gerard

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 09/11/2018 - 10/08/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
09/14/2018	GEN	71761	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	000	25.83
09/14/2018	GEN	71765	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	24.51
09/14/2018	GEN	71805	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	44.96
09/21/2018	GEN	71847	LOWELL LEDGER	MISCELLANEOUS EXPENSE	955.000	000	64.20
09/21/2018	GEN	71856	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
09/21/2018	GEN	71859	WEST MICHIGAN ELECTRIC SYSTEMS I	REPAIR & MAINTENANCE	930.000	000	2,750.00
09/28/2018	GEN	71864	PETTY CASH	OPERATING SUPPLIES	740.000	000	3.95
09/28/2018	GEN	71878	KERKSTRA PORTABLE, INC.	MISCELLANEOUS EXPENSE	955.000	000	155.00
09/28/2018	GEN	71889	SHADOW ENTERPRISES	REPAIR & MAINTENANCE	930.000	000	110.00

Total for fund 581 AIRPORT FUND

3,228.44

**AIRPORT FUND  
FINANCIAL STATEMENT  
October 10, 2018**

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<b>BEGINNING CASH JULY 1, 2018</b>	<b>\$ 49,598.73</b>
Tie Down fees	\$ -
Hangar Rent	\$ 8,420.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 4,966.78
Transfer from General Fund	\$ -
Interest	\$ -
<b>TOTAL REVENUES TO DATE</b>	<b>\$ 62,985.51</b>
Operating supplies	\$ 6,310.62
Professional services/Audit fees	\$ -
Contractual	\$ -
Insurance	
Public Utilities	\$ 430.25
Repair and Maintenance	\$ 727.55
Misc Expenses - Vergennes Twp taxes	\$ 4,883.75
Rentals	\$ -
Prepaid Insurance	\$ -
Capital Outlay	\$ -
General Fund loan payment	\$ -
* Expenses to last fiscal year	\$ 6,596.76
**Prepaid expenses for insurance	\$ -
<b>TOTAL EXPENDITURES TO DATE</b>	<b>\$ 18,948.93</b>
<b>ENDING CASH:</b>	<b>\$ 44,036.58</b>