



## **LOWELL AIRPORT BOARD**

Wednesday December 12, 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 November 14, 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. WINDCRAFT AVIATION REPORT
11. AIRPORT MANAGER'S REPORT
  - a. Lease review for building 3
  - b. Lowell Little League sponsorship
12. ADJOURNMENT

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

Absent: Jeff Altoft (arrived at 7:10 pm)

Also Present: Bob Bourgette, Mitch Kahn, Greg VanStrien, Alex Taylor and Casey Brown

2. APPROVAL OF ABSENCES

Grimm moved and Myaard seconded to approve the Altoft arriving late. Motion carried.

3. APPROVAL OF THE AGENDA

Pasquale moved and Nelson 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 October 10, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Kahn thanked Nelson for fixing his hangar door. Bourgette commented that he and Nicholls have completed repairs on the fascia board on Hangar A, mowers have been serviced, water line winterized and completed the LED's on the tetrahedron.

Kahn stated that if anyone knows of a person looking for a career in aviation they should send them to him. Kahn is a board member for the Michigan Aviation Education Foundation and they have scholarship money available for those pursuing that career field.

7. OLD BUSINESS

No comments.

8. NEW BUSINESS

No comments.

9. BOARDMEMBERS COMMENTS.

Ostrander stated that a year ago the gas pumps were having some sediment issues and since that time there have been no problems.

10. WINDCRAFT AVIATION - ALEX TAYLOR

Taylor encouraged the board to look at his project at [projectwindcraft.com](http://projectwindcraft.com). Taylor stated that he appreciated the support from the airport and board members. He noted that he first introduced his ideas at the November 2017 board meeting. He gave a brief update on the project and the prospective sponsors he has met with. He stated that his group has been invited to the World Fair in Dubai in 2020.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal - Brown stated that he has received quotes from Scenic Expressions and Woods Landscaping to plow at the airport. It was decided that we will use Scenic Expression and will pay \$550 per push.
- b. Update on Building 3 – Brown stated he is putting together quotes for removal of the damaged drywall and replacing with plywood to clean up the space. He is also working with Dick Wendt, City Attorney on a lease.
- c. Interior upgrades on Main building –There are several upgrades that need to be done in the terminal building. Upgrades include: ceiling, hallways and light fixtures. This would improve the facility usability.
- d. Christmas float – It was discussed that it would be nice to incorporate a float in the Santa Parade from the Airport. Since parade is December 1 it was decided that this would need to be done next year.

Pasquale moved to adjourn at 8:09 pm. Motion carried.

Respectfully submitted  
Lori Gerard

12/11/2018

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 11/10/2018 - 12/11/2018

Check Date	Check #	Payee	Description	Account	Amount
11/16/2018	72066	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	\$ 17.40
11/16/2018	72067	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	\$ 358.95
11/16/2018	72073	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 7.34
11/16/2018	72097	NELSON, ERIC	OPERATING SUPPLIES	740.000	\$ 92.19
11/16/2018	72097	NELSON, ERIC	OPERATING SUPPLIES	740.000	\$ 109.36
11/16/2018	72097	NELSON, ERIC	REPAIR & MAINTENANCE	930.000	\$ 118.38
			CHECK GEN 72097 TOTAL FOR FUND 581:		\$ 319.93
11/16/2018	72108	SHOWBOAT AUTOMOTIVE SUPPLY	REPAIR & MAINTENANCE	930.000	\$ 21.20
11/16/2018	72119	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 49.99
			Total for fund 581 AIRPORT FUND		\$ 774.81

**AIRPORT FUND  
FINANCIAL STATEMENT  
December 12, 2018**

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<b>BEGINNING CASH JULY 1, 2018</b>	<b>\$</b>	<b>49,598.73</b>
Tie Down fees	\$	-
Hangar Rent	\$	11,949.90
Misc Income - Fly-In	\$	-
Fuel Sales	\$	8,389.91
Transfer from General Fund	\$	-
Interest	\$	40.13
<b>TOTAL REVENUES TO DATE</b>	<b>\$</b>	<b>69,978.67</b>
Operating supplies	\$	6,647.99
Professional services/Audit fees	\$	-
Contractual	\$	-
Insurance		
Public Utilities	\$	946.28
Repair and Maintenance	\$	1,824.09
Misc Expenses - Vergennes Twp taxes	\$	5,703.75
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>\$</b>	<b>21,718.87</b>
<b>ENDING CASH:</b>	<b>\$</b>	<b>48,259.80</b>