



LOWELL AIRPORT BOARD

Wednesday September 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 August 8, 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 9/15/2018
 - Current status on Fly-In preparations
 - Gathering tables & chairs at conclusion of meeting
 - b. Update on the mechanics
 - c. Update on Federal Grant writing
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, AUGUST 8, 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, David Pasquale and Lori Gerard

Absent: Jim Myaard and Jeff Ostrander

Also Present: Bruce Whitman, Alex Taylor, Jim Sowle, Greg Forbes, Alex Van Holstyn, Nate Slagter and Casey Brown

2. APPROVAL OF ABSENCES

Grimm moved and Altoft seconded to approve the absences of Ostrander and Myaard. 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 Pasquale seconded to approve the minutes of July 11, 2018 with corrections on line 12 with spelling of Manager's. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Whitman stated he need rollers replaced on his door.

7. OLD BUSINESS

No comments.

8. NEW BUSINESS

No comments.

9. BOARDMEMBERS COMMENTS.

No comments.

10. ALEX TAYLOR UPDATE

Comments will be given under Manager's report.

11. MIDWEST AVIATION REPORT

Brown stated that the mechanics are struggling to keep work coming in here in Lowell.

12. AIRPORT MANAGER'S REPORT

- a. 2018 Fly-In discussion - Brown recommended that the date for Fly-In be changed to Saturday 9/15/2018 instead of Sunday. Brown stated he will advertise as usual. Board agreed by consensus. Motion carried.
- b. FAA Grant – Information was received on possible grant funds available from the FAA for an Airport Improvement Program. Brown stated that needs at Lowell are for hard surface runway, hard surface taxiway, additional hangars and a paved access road. Forbes noted he has experience with grant writing and suggested we ask for a large amount and let the FFA do the cutting. Brown will look into details on this and whether we can qualify.
- c. Windcraft Aviation – It was noted that they were not accepted with Boeing for the Go Fly finalist. Their Windcraft group had 4 investment offers when they were at the air show in Oshkosh. They are working with a current investor out of San Francisco, CA. Brown stated the next step is for them to rent space in building 3. Brown stated that bringing in aviation business to the airport is optimal. IEQ has been running on a month to month basis. Nelson moved and Nicholls seconded to approve a 30-day notice be given to IEQ to move out of building 3. Motion carried.

Grimm moved to adjourn at 7:50 pm. Motion carried.

Respectfully submitted
Lori Gerard

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

BEGINNING CASH JULY 1, 2018	\$ 49,598.73
Tie Down fees	\$ -
Hangar Rent	\$ 7,150.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 1,618.96
Transfer from General Fund	\$ -
Interest	\$ -
TOTAL REVENUES TO DATE	\$ 58,367.69
Operating supplies	\$ 6,235.88
Professional services/Audit fees	\$ -
Contractual	\$ -
Insurance	\$ -
Public Utilities	\$ 405.74
Repair and Maintenance	\$ 617.55
Misc Expenses - Vergennes Twp taxes	\$ 4,507.28
Rentals	\$ -
Prepaid Insurance	\$ -
Capital Outlay	\$ -
General Fund loan payment	\$ -
* Expenses to last fiscal year	\$ 3,846.76
**Prepaid expenses for insurance	\$ -
TOTAL EXPENDITURES TO DATE	\$ 15,613.21
ENDING CASH:	\$ 42,754.48

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 08/07/2018 - 09/10/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
08/17/2018	GEN	71638	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	000	89.26
08/17/2018	GEN	71642	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	25.22
08/30/2018	GEN	71700	ARROW ENERGY, INC.	OPERATING SUPPLIES	740.000	000	6,146.62
08/30/2018	GEN	71707	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	24.90
				PUBLIC UTILITIES	920.000	000	35.10
				PUBLIC UTILITIES	920.000	000	20.59
				PUBLIC UTILITIES	920.000	000	95.46
				CHECK GEN 71707 TOTAL FOR FUND 581:			<u>176.05</u>
08/30/2018	GEN	71746	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
08/30/2018	GEN	71751	WINDTEK INC	REPAIR & MAINTENANCE	930.000	000	121.15
				Total for fund 581 AIRPORT FUND			6,608.29