



LOWELL AIRPORT BOARD

Wednesday January 9, 2019 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 December 12, 2018
5. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
 - a. MDOT grant
 - b. Taxiway paving
 - c. Tree trimming
 - d. Christmas float 2019
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. ALEX TAYLOR (WINDCRAFT AVIATION) UPDATE
11. AIRPORT MANAGER'S REPORT
 - a. Update on Building 3 – Thank you to all volunteers
 - b. Update on snow removal
12. ADJOURNMENT

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

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:06 p.m. by Tom Grimm. Lori Gerard called roll.

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

Absent:

Also Present: Bob Bourgette, Greg VanStrien, Bruce Whitman and Casey Brown

2. APPROVAL OF ABSENCES

None.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Myaard seconded to approve the minutes of November 14, 2018 as written.
Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Whitman stated he appreciated all the repairs that have been done on his hangar.

7. OLD BUSINESS

It was noted that the board would add Christmas float for the parade in December 2019.

8. NEW BUSINESS

No comments.

9. BOARDMEMBERS COMMENTS.

Altoft questioned about tree trimming. Brown noted that a survey had been done with MDOT and he would like to add this to the spring clean-up. Nelson questioned if there are property markers. Brown commented that we should have a permanent stake survey done as the last one was completed by Prien & Newhof

Brown also stated that we own the air rights and in a couple of years the Fegal property will need trimming. Brown also said he would like to knock on doors to introduce himself to the neighbors around the airport.

10. WINDCRAFT AVIATION - ALEX TAYLOR

No comments.

11. AIRPORT MANAGER'S REPORT

- a. Lease for review for Building3 – Brown noted that he has been reviewing the lease with Alex. Some basic items are: Windcraft will pay utilities, no sublet, they are responsible for general maintenance. Approval will be needed on large dollar improvements. Rent will be \$1000 per month.

Kennedy Construction is in the process of tearing down the old drywall, putting up OSB, repairing openings and replacing 2 windows.

- b. Lowell Little League – Brown stated he is working with Little League who is looking for sponsorships for a team. They are \$300 and up for different levels of sponsorship. He will check with City Manager Mike Burns on whether the airport could do something like this.

It was noted that another load of AV gas was delivered yesterday. Ostrander noted that there was no sediment in the gas. Brown commented that we should get the tanks cleaned in the spring.

Bourgette questioned if improvement surveys would be sent with the leases again to all the hangar tenants. Grimm moved and Myaard seconded to approve sending out surveys with the leases for 2019. Motion carried.

Brown wished all a Merry Christmas and noted that the next meeting will be January 9, 2019.

Grimm moved to adjourn at 8:40 pm. Motion carried.

Respectfully submitted
Lori Gerard

01/08/2019

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 11/12/2018 - 01/08/2019

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
12/12/2018	72168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	25.24
12/12/2018	72168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	58.30
12/12/2018	72168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	253.84
			CHECK GEN 72168 TOTAL FOR FUND 581:		337.38
12/12/2018	72185	KENNEDY CONS & REMODELING LLC	BUILDINGS & IMPROVEMENTS	136.000	1,600.00
12/12/2018	72196	OSCAR W. LARSON COMPANY	REPAIR & MAINTENANCE	930.000	520.00
12/12/2018	72202	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	550.00
12/12/2018	72215	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	2,433.48
12/13/2018	72220	FIRE PROS INC.	REPAIR & MAINTENANCE	930.000	68.00
12/17/2018	72233	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
12/21/2018	72242	KENNEDY CONS & REMODELING LLC	BUILDINGS & IMPROVEMENTS	136.000	1,600.00
01/03/2019	72267	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	25.13
01/03/2019	72267	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	148.87
01/03/2019	72267	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	399.46
01/03/2019	72267	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	343.36
			CHECK GEN 72267 TOTAL FOR FUND 581:		916.82
			Total for fund 581 AIRPORT FUND		8,850.48

**AIRPORT FUND
FINANCIAL STATEMENT
January 9, 2019**

BEGINNING CASH JULY 1, 2018	\$	49,598.73
Tie Down fees	\$	20.00
Hangar Rent	\$	18,866.00
Misc Income - Fly-In	\$	-
Fuel Sales	\$	8,389.81
Transfer from General Fund	\$	-
Interest	\$	40.13
TOTAL REVENUES TO DATE	\$	76,914.67
Operating supplies	\$	6,647.99
Professional services/Audit fees	\$	-
Contractual	\$	550.00
Insurance		
Public Utilities	\$	2,200.48
Repair and Maintenance	\$	2,412.09
Misc Expenses - Vergennes Twp taxes	\$	8,187.22
Rentals	\$	-
Prepaid Insurance	\$	-
Capital Outlay	\$	3,200.00
General Fund loan payment	\$	-
* Expenses to last fiscal year	\$	6,596.76
**Prepaid expenses for insurance	\$	-
TOTAL EXPENDITURES TO DATE	\$	29,794.54
ENDING CASH:	\$	47,120.13