



## **LOWELL AIRPORT BOARD**

Wednesday APRIL 10, 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 March 13, 2019
5. FINANCIAL REPORT(S)
  - a. Financial Statement
  - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
  - a. Airport grant
  - b. Capital Improvement projects
  - c. Taxiway paving
  - d. Tree trimming
  - e. Christmas Float to be discussed in Fall 2019
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. Final snow removal cost
  - b. Taxiway paving update (targeting June for phases 1 & 2)
  - c. April 13 spring cleanup date
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, MARCH 13, 2019 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, Jim Myaard, Eric Nelson, Paul Nicholls, David Pasquale and Lori Gerard

Absent: Jeff Ostrander (arrived at 7:17)

Also Present: Bob Bourgette, Bruce Whitman, Peter Draaisma, Greg VanStrien, Greg Forbes, Mitch Kahn, Alex Taylor, Greg Canfield and Casey Brown

Council member Greg Canfield was introduced as the Airport Board liaison. He noted however that he has another monthly meeting at 6:00 pm so would be either late every month or another council member will be assigned to the Airport Board.

2. APPROVAL OF ABSENCES

Grimm moved and Myaard seconded to approve the absence of Ostrander. Motion carried.

3. APPROVAL OF THE AGENDA

Grimm moved and Nelson seconded to approve the agenda with date correction. Motion carried.

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Pasquale seconded to approve the minutes of February 13, 2019 as written. Motion carried.

5. FINANCIAL REPORTS

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

Kahn questioned why the Airport pays taxes to Vergennes Township. Pasquale stated that we only pay personal property taxes.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Kahn commented that one problem he saw with the snow plowing is the stakes are taller than the airplane wings. Brown also stated that the drain is not working properly hence why there is so much standing water.

Bourgette noted that he will coordinate getting the roller for the runway on the spring clean-up day.

7. OLD BUSINESS

- a. Grant update – Brown noted has had no word yet on the grant application.
- b. Capital Improvement projects -Taxiway paving – Brown stated he is working on getting updated quotes. He hopes to do two phases.
- c. Tree trimming – This will be part of the spring clean-up.
- d. Christmas float 2019 – item to be tabled until next fall.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

None.

10. WINDCRAFT AVIATION - ALEX TAYLOR

Taylor commented that he has been in Chicago the last 2 days. They have been putting the model through paces, adding new features to make it more compact, and things are progressing well. Brown asked what the timeline is for a flying model. Taylor noted that the soonest would be December 2019. He stated things are going well for the team.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal cost – Brown stated we are currently at \$5500
- b. Spring thaw – Brown commented that there is a new tenant currently in Building 1 as his hangar is flooded. Brown advised that if you don't have to drive off the hard surface don't, as ground is very soft. Drainage issue are being worked on.
- c. Spring Clean-up – Board agreed that they will shoot for April 13 for clean-up day hoping weather is going to be okay. Ideas for clean-up work will include lights, renting wood chipper

and cleaning up side by Jim Sowle's property. Brown noted that we will be changing over lights to 60 watt LED's.

d. Summer events – All agreed a burger night should be set for June or July.

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

Respectfully submitted

Lori Gerard

Airport

04/09/2019

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 03/13/2019 - 04/05/2019

Check Date	Check #	Payee	Description	Account	Amount
03/13/2019	72528	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 157.73
03/13/2019	72528	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 26.20
03/13/2019	72528	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 25.94
03/13/2019	72528	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 401.40
03/13/2019	72528	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 387.95
03/13/2019	72528	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 398.67
			CHECK GEN 72528 TOTAL FOR FUND 581:		\$ 1,397.89
03/27/2019	72608	NICHOLLS, PAUL	REPAIR & MAINTENANCE	930.000	\$ 131.39
03/27/2019	72616	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 49.99
03/28/2019	72621	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 670.20
04/05/2019	72630	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 26.72
04/05/2019	72630	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 331.04
04/05/2019	72630	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 332.19
04/05/2019	72630	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 116.61
			CHECK GEN 72630 TOTAL FOR FUND 581:		\$ 806.56
04/05/2019	72644	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	\$ 550.00
			Total for fund 581 AIRPORT FUND		\$ 3,606.03

**AIRPORT FUND  
FINANCIAL STATEMENT  
April 10, 2019**

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<b>BEGINNING CASH JULY 1, 2018</b>	<b>\$ 49,598.73</b>
Tie Down fees	\$ 216.00
Hangar Rent	\$ 38,188.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 9,727.09
Transfer from General Fund	\$ -
Interest	\$ 170.34
<b>TOTAL REVENUES TO DATE</b>	<b>\$ 97,900.16</b>
Operating supplies	\$ 13,614.27
Professional services/Audit fees	\$ -
Contractual	\$ 6,050.00
Insurance	\$ 1,231.00
Public Utilities	\$ 7,002.16
Repair and Maintenance	\$ 4,484.51
Misc Expenses - Vergennes Twp taxes	\$ 8,387.50
Rentals	\$ -
Prepaid Insurance	\$ -
Capital Outlay	\$ 3,200.00
General Fund loan payment	\$ -
* Expenses to last fiscal year	\$ 6,596.76
**Prepaid expenses for insurance	\$ -
<b>TOTAL EXPENDITURES TO DATE</b>	<b>\$ 50,566.20</b>
<b>ENDING CASH:</b>	<b>\$ 47,333.96</b>